



**AGENDA
CITY OF HELOTES
PLANNING AND ZONING COMMISSION
January 2, 2018**

The City of Helotes Planning and Zoning Commission will meet for a Regular Meeting on Tuesday, January 2, 2018 at 7:00 p.m. in the City Hall Council Chamber, 12951 Bandera Road, Helotes, Texas 78023. This is an open meeting, subject to the open meeting laws of the State of Texas.

1. Call to order.
2. Roll call.

PUBLIC HEARING:

3. Public hearing to give all interested persons the right to appear and be heard on a request by Milam Helotes Plaza, LLC for approval of a Specific City Council Approved Use Permit to turn an existing, nonconforming restaurant (Dairy Queen) with drive-thru facility into an existing, conforming restaurant (Dairy Queen) with drive-thru facility on property zoned Neighborhood Service District (B-2) located at 12902 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Property ID No. 242364.

OPEN SESSION:

4. Citizens to be heard. *The Planning and Zoning Commission may not discuss any presented issue, nor may any action be taken on any issue at this time (Attorney General Opinion JC-0169). The Commission will accept comments from citizens of the City of Helotes and its Extraterritorial Jurisdiction (ETJ) only. Comments are limited to three (3) minutes, and this time is not transferable. Each person may only speak once. No profanity or threats will be tolerated.*

ITEMS FOR INDIVIDUAL CONSIDERATION:

5. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated December 5, 2017. (Approval Item; Staff)

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

The City of Helotes Municipal Complex is wheelchair accessible, and accessible parking spaces are available. In compliance with the Americans with Disabilities Act, the City of Helotes will provide reasonable accommodations for persons attending the meeting. To better serve you, requests should be received forty-eight (48) hours prior to the meeting. Please contact the City Secretary's Office by phone at 210.695.5911 or by facsimile at 210.695.2123.

6. Discussion of and action on a request by Milam Helotes Plaza, LLC for approval of a Specific City Council Approved Use Permit to turn an existing, nonconforming restaurant (Dairy Queen) with drive-thru facility into an existing, conforming restaurant (Dairy Queen) with drive-thru facility on property zoned Neighborhood Service District (B-2) located at 12902 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Property ID No. 242364. (Recommendation Item; Applicant)
7. Discussion of and action on a preliminary and final plat establishing Hultz Office Building Subdivision, Lot 31, C.B. 5924A, being a total of 1.106 acres of land, being Lots 1, 2, 3, and 4 of an unrecorded subdivision of a 2.732 acre tract out of the John M. Ross Survey No. 223, Abstract No. 645, Helotes, Texas and called 1.104 acres by deed recorded in Volume 3968, Page 1615, Real Property Records of Bexar County, Texas. (Approval Item; Applicant)
8. Discussion of and action on a request by Honey Care Properties, LLC for approval of a combined residential subdivision entry and single-business use monument sign, including necessary variances to Municipal Code of Ordinances Chapter 66 *Signs*, for Helotes Ranch Acres Subdivision and Changing Seasons Assisted Living - Honey's House located at 10410 Parrigin Road, Helotes, Texas 78023, more particularly described as BCAD Property ID No. 1060460. (Recommendation Item; Applicant)
9. Discussion of and action on a request by Texas Premier Capital for approval of a site development sign, including necessary variances to Municipal Code of Ordinances Chapter 66 *Signs*, for a proposed retail shopping center located at 13523 Bandera Road, Helotes, Texas 78023, more particularly described as BCAD Property ID No. 242314. (Recommendation Item; Applicant)
10. Discussion of and action on a request by Facility Solutions Group for approval of a single-business use monument sign, pursuant to Municipal Code of Ordinances Chapter 66 *Signs*, Section 66-49 *Commercial signs: single-business use (monument-type)*, for a Kentucky Fried Chicken restaurant located near the intersection of Cedar Trail and S.H. 16, more particularly described as BCAD Property ID No. 1274714 and CB 4477G (Bandera Oaks), Block 2, Lot 4. (Approval Item; Applicant)
11. Discussion of and action on revisions to Municipal Code of Ordinances Chapter 98 *Zoning*, Section 98-69 *Overlay District (B-3 OD)*. (Approval / Recommendation Item; Staff)
12. Discussion of and action on revisions to Municipal Code of Ordinances Chapter 66 *Signs*. (Approval / Recommendation Item; Staff)

Adjourn.

Planning and Zoning Commission
January 2, 2018
Regular Meeting

NOTE: It is possible that a quorum of the City Council and/or other Municipal Advisory and Governmental Bodies may be in attendance at the above stated meeting. No action will be taken by the City Council and/or other Municipal Advisory and Governmental Bodies at the above stated meeting, other than the body specifically referred to in the above notice.

I certify that this Agenda was posted on December 29, 2017 at 11 a.m.

A handwritten signature in dark ink, appearing to read 'Rick Schroder', is written over a horizontal line.

Rick Schroder, City Administrator

**MINUTES
CITY OF HELOTES
PLANNING AND ZONING COMMISSION**

The City of Helotes Planning and Zoning Commission met for a regular meeting on December 5, 2017 at 7:00 p.m. in City Hall Council Chambers, 12951 Bandera Road, Helotes Texas. This was an open meeting subject to the open meeting laws of the State of Texas.

Commission Members

Present: Gregg Michel, Chair
Jason Wightman, Vice Chair
Ron Hozza, Secretary
Joe Edmond
Mike McGlothing
Mario Rios
Jeff Wade

Absent: Richard Hawk

Council members/staff present: Rick Schroder, City Administrator
Susan Darst, Assistant to City Administrator
Alex Blue, Council Member

1. Call to order.

Chair Michel called the meeting to order at 7:01 p.m.

2. Roll call.

Commissioner Hozza called roll. See above for members present.

OPEN SESSION:

3. Citizens to be heard.

No one signed up to speak on this item.

ITEMS FOR INDIVIDUAL CONSIDERATION:

4. Discussion of and action on the minutes of the Regular Meeting of the Planning and Zoning Commission dated November 7, 2017. (Approval Item; Staff)

Motion was made by Commissioner Wade, second by Commissioner Rios, to approve the minutes as submitted.

Motion to approve carried unanimously.

5. **Discussion of and action on a request by Abiso Helotes, L.P. for approval of exterior building colors for Helotes Point Retail Center located on a 4.498 acre lot described as Lot 5, Block 2 within the Bandera Oaks Subdivision and addressed, generally, as 12522 Bandera Road, Helotes, Texas 78023. (Approval Item; Applicant)**

Motion was made by Commissioner Rios, second by Commissioner McGlothing, to approve the exterior building colors for Helotes Point Retail Center as represented in the architect's material sample board.

Motion to approve carried unanimously.

6. **Discussion of and action on a preliminary and final plat establishing Hultz Office Building Subdivision, Lot 31, C.B. 5924A, being a total of 1.106 acres of land, being Lots 1, 2, 3, and 4 of an unrecorded subdivision of a 2.732 acre tract out of the John M. Ross Survey No. 223, Abstract No. 645, Helotes, Texas and called 1.104 acres by deed recorded in Volume 3968, Page 1615, Real Property Records of Bexar County, Texas. (Approval Item; Applicant)**

Chairman Michel pulled Item 6 off the agenda due to pending information.

7. **Discussion of proposed revisions to Municipal Code of Ordinances Chapter 98 Zoning, Section 98-69 Overlay District (B-3 OD), Subparagraph (c)(1) *Permitted and non-permitted uses*, including, but not limited to, taverns with or without outdoor areas for patrons / entertainment. (Discussion Item; Staff)**

The Commission requested City Council's input before moving forward with proposed revisions to the Overlay District (B-3 OD) ordinance.

8. **Discussion of and action on proposed revisions to Municipal Code of Ordinances Chapter 66 Signs. (Recommendation Item; Staff)**

The Commission discussed revisions to the sign ordinance. Chairman Michel thanked the City Administrator for his work on the proposed revisions. The item will be placed on next month's agenda to continue further discussion.

Adjourn.

Motion was made by Commissioner Hozza, second by Commissioner Edmond, to adjourn the meeting at 9:10 pm.

Motion to approve carried unanimously.

Respectfully submitted,

Gregg Michel, Chair
Planning and Zoning Commission
City of Helotes

ATTEST:

Ron Hozza, Secretary
Planning and Zoning Commission
City of Helotes

DRAFT



City of Helotes
Development Services
Department
P.O. Box 507
12951 Bandera Road
Helotes, TX 78023
Phone (210) 695.8877
Fax (210) 695.2123

RECEIVED
NOV 16 2017
CITY OF HELOTES

PAID

NOV 16 2017

CITY OF HELOTES

Application Date:

R#19245

ZONING AMENDMENT APPLICATION

CHAPTER 98,

Amendments, Rezoning, and Variances

NAME OF APPLICANT: Patrick W. Christensen

MAILING ADDRESS: 310 S. St. Mary's Street, Suite 2700, San Antonio, Texas 78205

PHONE #: 210-320-2540 patrick@christensensatx.com

STATUS OF APPLICANT:

OWNER:

AGENT: X (IF AGENT, ATTACH LETTER OF AUTHORIZATION.)

PROPERTY DESCRIPTION

PHYSICAL ADDRESS: 12902 Bandera Road

LEGAL DESCRIPTION: CB 4525A BLK 1 LOT SE IRR 125.75 OF SW IRR 125.75 FT OF TR F

CURRENT ZONING: B-2

PROPOSED ZONING: B-2CC for Restaurant with Drive Thru

DEED RESTRICTIONS PROHIBITING PROPOSED ZONING: NA

EXISTING USE: Restaurant with Drive Thru

PROPOSED USE: Restaurant with Drive Thru

LAND AREA: 0.362 Acre

DOES OWNER OWN ADJACENT PROPERTIES? YES X NO

PURPOSE OF REQUEST: To make a non-conforming use conforming

I hereby certify that I have read and examined this application and know the information I have provided to be true and correct. All provision of laws and ordinances governing this application will be complied with, whether specified herein or not. The granting of this zoning amendment or change does not presume to give authority to violate or cancel the provisions of any other local law regulating the use of the property.

Applicant's Signature

Date

Office Use Only:



Updated: 10/17/12

City of Helotes, Texas
210-695-8877

REC#: 00019245 11/16/2017 2:18 PM
OPER: EC TERM: 002

REF#: 1250

PAID BY: PATRICK W. CHRISTENSEN

TRAN: 997.0000 GENERAL FUND - MISC
DAIRY QUEEN - DRIVE THRU
SPECIAL USE - 12902 BANDERA RD
PLANNING & ZONING 368.70CR

TENDERED: 368.70 CHECK
APPLIED: 368.70-

CHANGE: 0.00

THANK YOU FOR YOUR BUSINESS.

Property Identification #: 242364

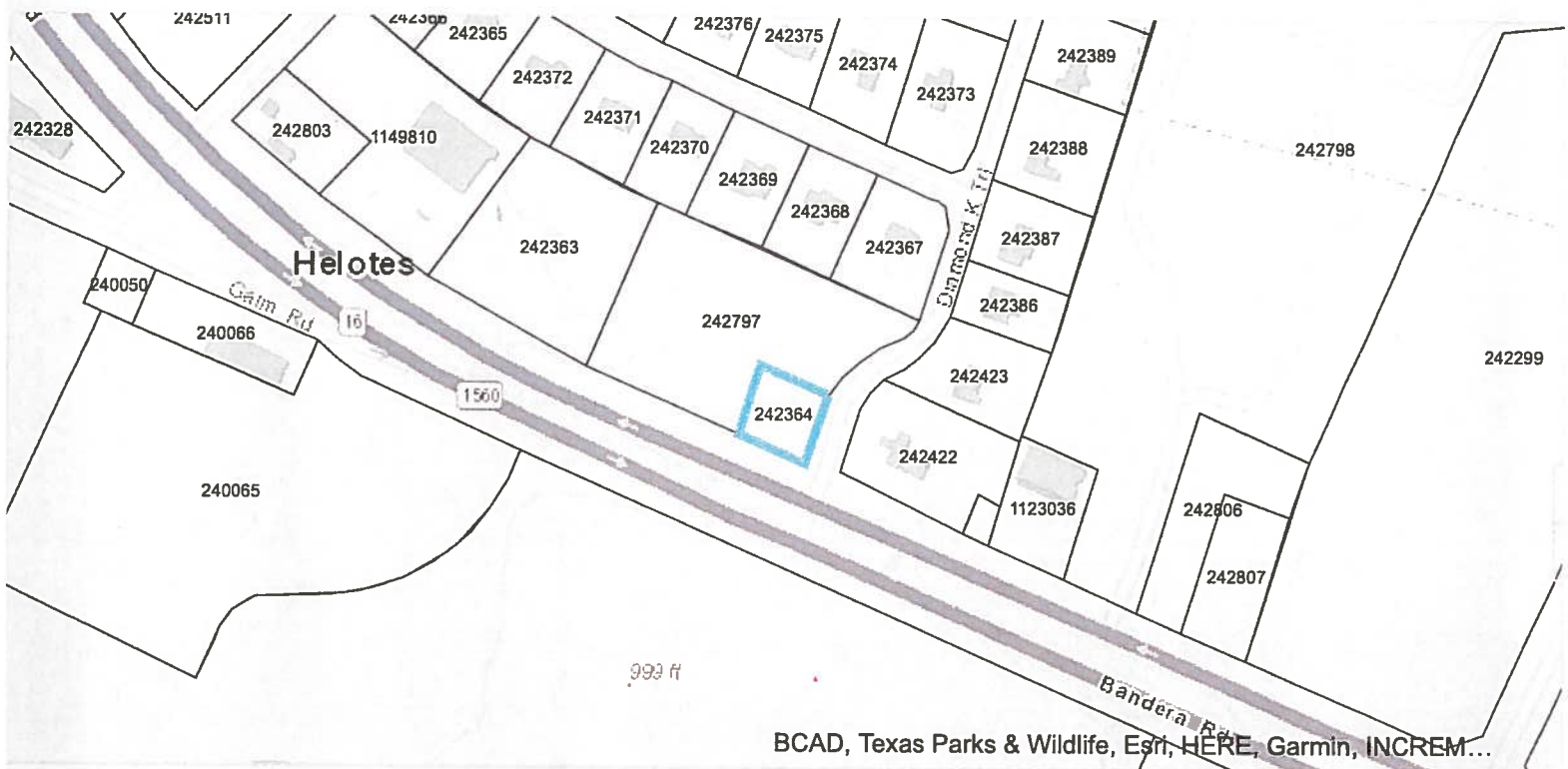
Property Information: 2018

Owner Identification #: 3085788

Geo ID: 04525-010-0014
Situs 12902 BANDERA RD HELOTES, TX
Address: 78023
Property Type: Real
State Code: F1

Legal CB 4525A BLK 1 LOT SE IRR
Description: 125.75 OF SW IRR 125.75 FT OF TR F
Abstract: A04525
Neighborhood: NBHD code51320
Appraised Value: N/A
Jurisdictions: 11, 10, 09, CAD, 56, 42, 08, 06

Name: MILAM HELOTES PLAZA LLC
Exemptions:
DBA: DAIRY QUEEN - 2 accts HELOTES CTR



Bexar CAD Map Search

This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.

November 15, 2017

Mr. Ernest Cruz
Development Services Director
City of Helotes
P.O. Box 507, 12951 Bandera Road
Helotes, Texas 78023

Via Hand Delivery

Re: Rezoning of +/- 0.3260 acres out of County Block 4525A, located at 12902
Bandera, Helotes, Bexar County, Texas

Dear Mr. Cruz:

The purpose of this correspondence is to grant permission to Patrick W. Christensen to process a rezoning application with the City of Helotes in order to rezone the above referenced property from "B-3" General Business District to "B-3 CC" General Business District with a Specific City Council Approval for a Restaurant with Drive-Thru.

If you have any questions, please do not hesitate to contact me.

Sincerely,

BY:

Signed

Printed Name

Ty Thaggard

APPENDIX A. - SCHEDULE OF USES

[illegible]



engineers | architects | surveyors

RECEIVED
NOV 21 2017
CITY OF HELOTES

SOLUTIONS TODAY WITH
A VISION FOR TOMORROW

November 20, 2017

Mr. Ernest Cruz
Development Services Specialist
City of Helotes
P.O. Box 507
Helotes, TX 78023

Re: Hultz Office Building
Preliminary and Final Plat

Dear Mr. Cruz,

I have reviewed the Hultz Office Building preliminary and final plat submitted by UP Engineering and recommend approval.

Please place the Hultz Office Building preliminary and final plat on the next scheduled Planning and Zoning Agenda for discussion and appropriate action.

If you have any questions, please feel free to contact me at (210) 822-2232.

Sincerely,
LNV, Inc.
TBPE Firm No. F-366

Byron G. Sanderfer, P.E., CFM, LEED AP BD+C
Vice President

Property Identification #: 242066

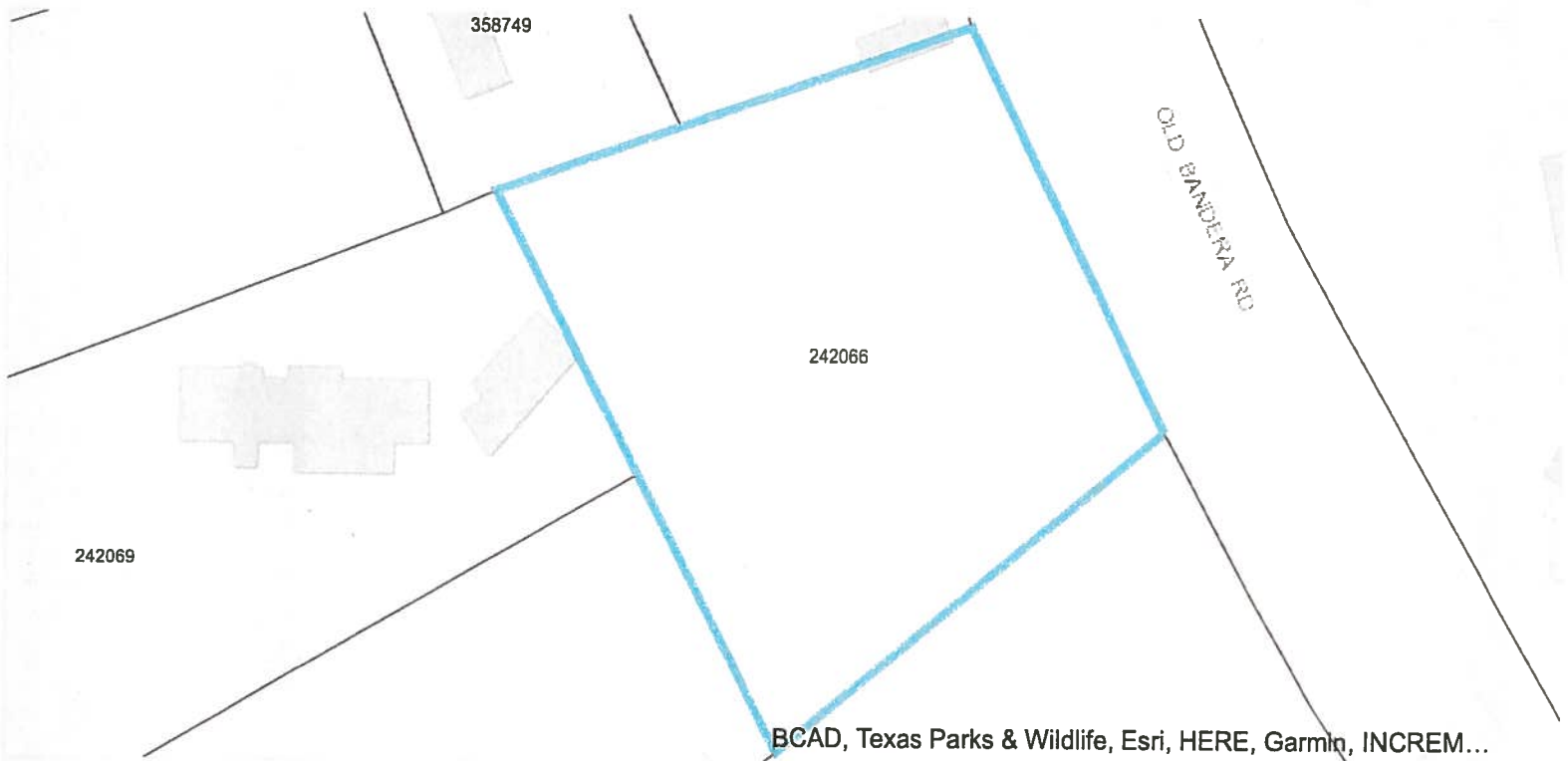
Property Information: 2018

Owner Identification #: 180115

Geo ID: 04524-000-0190
Situs 14789 OLD BANDERA RD HELOTES,
Address: TX 78023
Property Type: Real
State Code: F1

Legal Description: CB 4524 P-19 ABS 645
Abstract: A04524
Neighborhood: NBHD code51200
Appraised Value: N/A
Jurisdictions: 06, 11, 08, 09, 42, 10, 56, CAD

Name: HULTZ KYLE E & VIVIAN
Exemptions:
DBA: CROSSFIT/CAVALRY BAPTIST CHURCH



Bexar CAD Map Search

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City of Helotes
Development Services
Department
P.O. Box 507
12951 Bandera Road
Helotes, TX 78023
Phone (210) 695.8877
Fax (210) 695.2123

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DEC 12 2017

CITY OF HELOTES

SIGN PERMIT APPLICATION

CHAPTER 66,

Sign Administrative Procedures

Name of Applicant: Jaci Clemens Date: 12/12/17
Sign Location Address: 10410 Parrigui Rd.
Legal Description: Lot #: 262 Block #: 3 CB/NCB #: 4481B
Use of Building: Assisted Living
No. of Businesses: 1 Zoning: R1
Name of Property Owner: Danny Kitchen's Phone #: 210-540-8288
Property Owner's Address: 10410 Parrigui Rd.
Name of Sign Contractor: Keller Custom Signs
Contractor's License #: 18144 Phone #: 210-695-8767
E-mail Address: jaci@kellercustomsigns.com
Contractor's Business Address: PO Box 1090970 SA TX 78269

Type of Sign: ☐ Monument, Multi-Tenant ☐ Wall Mount ☐ Window ☐ Residential Entry
☒ Monument, Single Business ☐ Hanging ☐ Public/ Non-Profit Signage
☐ Traffic Control ☐ Projecting ☐ Miscellaneous Signage
☐ Other _____

Linear Feet of Building or Lease Space Frontage: 275
Sign Dimensions: 6'-0" x 8'-2" Square Footage: 50 Height: 10'-6" Sign Colors: Dark tones
Sign Text: Changing Seasons Assisted Living (Honey House) Helotes Ranch Area
Non-Illuminated Sign: ☒ Illuminated Sign: ☐ Type of Lighting: _____

Applicant must attach the following documents:

- Thirteen (13) sets of plans indicating sign size, color, type of material, and its parts; message size and style of lettering; type of lighting; method of attachment; associated landscaping.
- Thirteen (13) sets of color sketches, color photographs, or similar scaled presentation of the sign and building that shows how each would appear in relation to the other.
- Site plan showing location of proposed sign and copy of plat, if available, to determine easement locations.
- Written consent from the property owner.

Applicant's Signature: Jaci Clemens Date: 12/12/17
Printed Name: Jaci Clemens Phone #: 210-695-8767
Applicant's Address: PO Box 1090970 SA TX 78269

Note: All exterior signage requires Planning & Zoning Commission approval prior to permitting and installation. The Commission meets on the first Tuesday of each month, and the deadline submittal date is a week before the meeting date.



City of Helotes
Development Services
Department
P.O. Box 507
12951 Bandera Road
Helotes, TX 78023
Phone (210) 695.8877
Fax (210) 695.2123

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DEC 13 2017
CITY OF HELOTES

APPLICATION FOR SIGN VARIANCE
CHAPTER 66, Sign Classifications

SECTION I. APPLICANT INFORMATION

NAME OF APPLICANT: Jaci Clemens
APPLICANT ADDRESS: PO BOX 1690970 SA TX 782109
CONTACT TELEPHONE #: 210-695-8767
EMAIL ADDRESS: jaci@kellercustomsigns.com
STATUS OF APPLICANT: OWNER ☐ AGENT ☒ (IF AGENT, ATTACH LETTER OF AUTHORIZATION)

SECTION II. PROPERTY DESCRIPTION

PHYSICAL ADDRESS: 10410 Parrigin Rd.
LEGAL DESCRIPTION: Lot 2102 Block #3 CB/NCB#4481B
SIGN DIMENSIONS: 6'-0" x 8'-2" 10'-6" OAH

REFERENCE THE SPECIFIC CODE RELEVANT TO THIS SIGN VARIANCE REQUEST (EXAMPLE - SECTION 66-46)

R-1

REASON FOR VARIANCE REQUEST:

Unique request, install (1) single side face business sign to subdivision sign. Subdivision is old and falling over, we are proposing to remove old sign & install new sign which will look more pleasing to FM 1560 traffic keeping Helotes Beautiful.

*Sign Permit application and renderings must accompany this application

Jaci Clemens
APPLICANT SIGNATURE

12/12/17
DATE

Jaci Clemens
PRINT NAME

City of Helotes, Texas
210-695-8877

REC#: 00019399 12/19/2017 8:13 AM
OPER: EC TERM: 002
REF#: 17034
PAID BY: KELLER ADVERTISING & MEDIA SER

TRAN: 997.0000 GENERAL FUND - MISC
SIGN VARIANCE
HONEY'S HOUSE/CHANGING SEASONS
SIGN PERMITS 60.20CR

TENDERED: 60.20 CHECK
APPLIED: 60.20-

CHANGE: 0.00

THANK YOU FOR YOUR BUSINESS.

Honeys House of Helotes
DBA Changing Seasons Senior Living
10410 Parrigin Rd.
Helotes TX 78023

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DEC 13 2017
CITY OF HELOTES

I, Daniel Kitchen, President and Managing member of Honey Care Properties give Keller Custom Signs permission to apply for a Sign Variance for the new sign located at 10410 Parrigin Rd. Helotes, TX 78023. Please contact me with any questions or comments.

-Daniel Kitchen

A handwritten signature in black ink, appearing to read 'Daniel Kitchen', with a large, stylized flourish extending to the right.

Property Identification #: 1060460

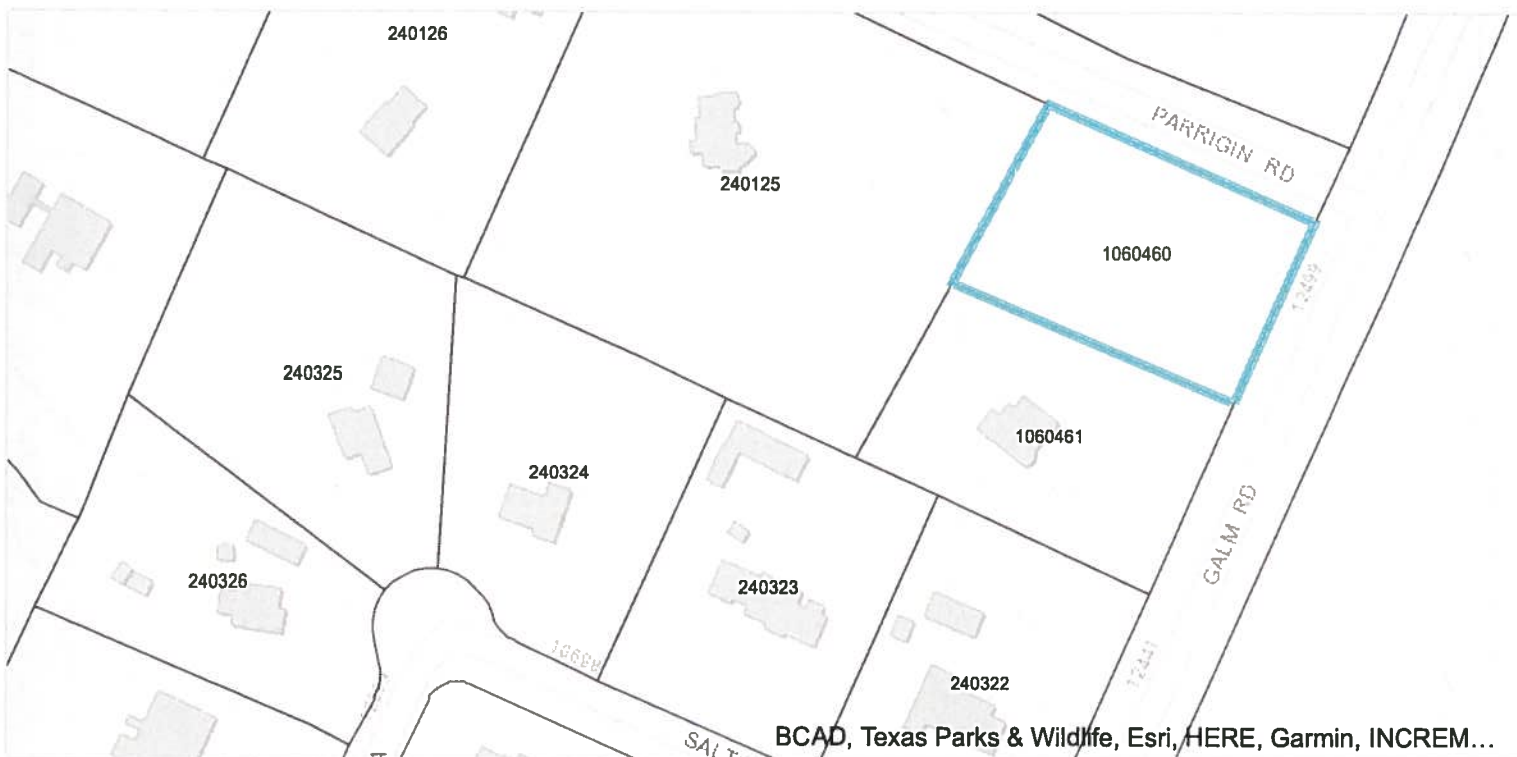
Property Information: 2018

Owner Identification #: 2823229

Geo ID: 04481-203-2623
Situs: 10410 PARRIGIN RD HELOTES, TX
Address: 78023
Property Type: Real
State Code: F1

Legal Description: CB 4481B BLK 3 LOT 262 PER PLAT 7900/201, LOT 262 HAS BEEN USED 04481-203-2392 "HELOTES RANCH ACRES UT-5C"
Abstract: A04481
Neighborhood: NBHD code51003
Appraised Value: N/A
Jurisdictions: CAD, 42, 11, 08, 06, 09, 10, 56

Name: HONEY CARE PROPERTIES LLC
Exemptions:
DBA: HONEY'S HOUSE OF HELOTES



BCAD, Texas Parks & Wildlife, Esri, HERE, Garmin, INCREM...

Bexar CAD Map Search

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Changing Seasons
10410 Paragon Rd.
Helotes, Texas

Date: 3.13.17 10.31.17

Customer Approval

Date: _____

THIS UNPUBLISHED DESIGN IS THE PROPERTY OF KELLER CUSTOM SIGNS & DESIGNS AND IS SUBMITTED FOR YOUR PERSONAL USE IN CONNECTION WITH A PROJECT WE ARE PLANNING FOR YOU. IT IS NOT TO BE MODIFIED, COPIED, REPRODUCED, EXHIBITED OR SHOWN TO ANYONE OUTSIDE YOUR ORGANIZATION WITHOUT WRITTEN PERMISSION OF KELLER CUSTOM SIGNS & DESIGNS. IN THE EVENT OF VIOLATION OF THE ABOVE, KELLER CUSTOM SIGNS & DESIGNS WILL COLLECT FEES FOR ATTORNEY AND STAFF TIME FROM THE CUSTOMER.

CLIENT ACKNOWLEDGMENT

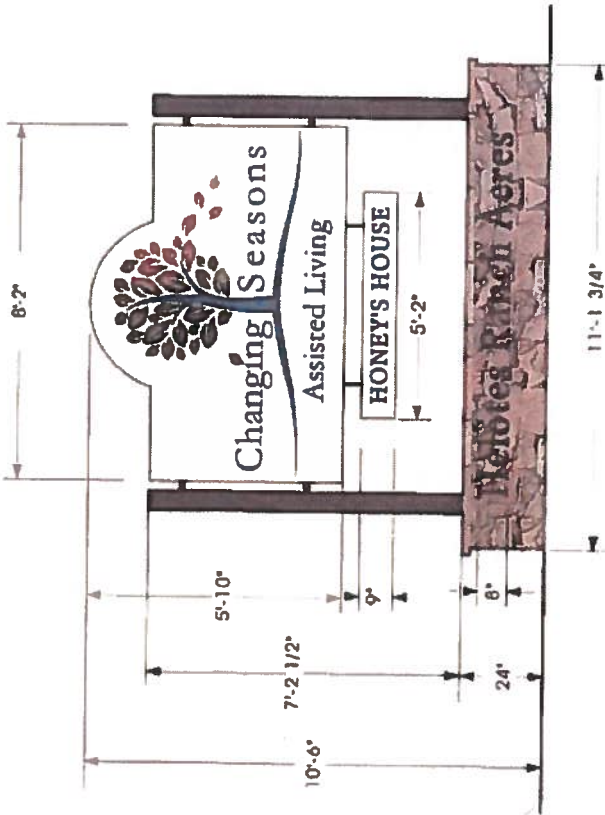
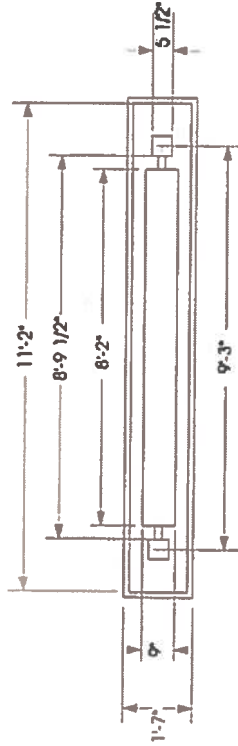
DATE: 3/13/2017 BY: J.D. JONES

Sales Rep.: JD

SCALE: 3/8" = 1'-0"

Dwg # 81402-B

TOP VIEW



PROPOSED

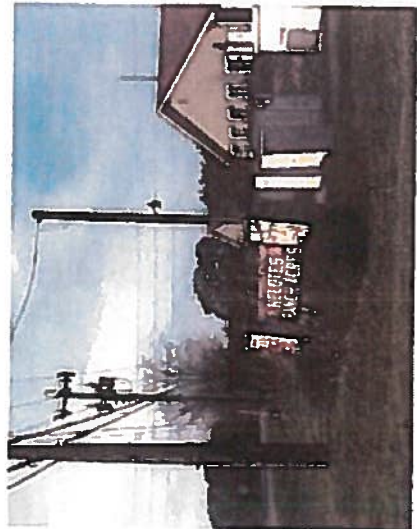


REMOVE & DISCARD EXISTING MONUMENT SIGN.
MANUFACTURE AND INSTALL (1) ONE SINGLE FACE NON-LIT SIGN.

ALUMINUM CABINETS PRIMED AND PAINTED WHITE.
3M VINYL COPY AND DIGITALLY PRINTED GRAPHICS ON STICKY BACK VINYL.
SIGN SUPPORTS TO BE PAINTED BROWN.

STONE BASE TO MATCH EXISTING AND INSTALLED BY OTHERS.

EXISTING



Sec. 66-43. - Residential subdivision entry signs.

Residential subdivision entry signs shall be regulated as follows:

- (1) *Purpose.* Identify a residential subdivision.
- (2) *Size.* Surface area shall not exceed 145 square feet.
- (3) *Height.* No part of the sign shall extend above eight feet from average grade.
- (4) *Number.* Limited to one sign for each entry to the subdivision.
- (5) *Location.* Subdivision entry.
- (6) *Design.* In accordance with the criteria in section 66-11.
- (7) *Lighting.* Indirect or internally illuminated.
- (8) *Landscaping.*
 - a. A landscaped area shall be required at the base of the sign and for each sign face shall extend no less than two feet from the base, subject to the granting of an exemption by the P&Z if justified by unusual site conditions;
 - b. All landscaped areas shall be maintained in a neat, clean and healthy condition; and
 - c. A plan showing the landscaping must be presented to the P&Z by the applicant at the time of application.
- (9) *Duration.* So long as the residential subdivision is in existence.
- (10) *Special provisions.* The surface area shall not contain any type of advertising.
- (11) *Permit.* A permit must be obtained in accordance with the provisions of this chapter prior to installation.

(Ord. No. 249, § 1(150.503), 2-26-2004; Ord. No. 391, § 1, 1-22-2009; Ord. No. 570, § 1, 6-11-2015)

Sec. 66-49. - Commercial signs: single-business use (monument-type).

- (a) *Commentary.* A single business or office may display monument-type signage. Such signs must be submitted to the P&Z for review and approval prior to installation.
 - (b) *Driveway entrance signs (monument type).*
 - (1) *Purpose.* To identify the name of a single business or office located on a lot or tract.
 - (2) *Size.* The surface area of the sign shall not exceed 84 square feet, including the sign face, frame, and mounting

hardware.

- (3) *Height.* No part of the sign shall extend above eight feet from average grade, including a base which is not less than 18 inches above the average grade.
- (4) *Number.* One sign for each street frontage on which the building abuts.
- (5) *Location.* On premises of the business or office and adjacent to major traffic way which the building abuts subject to the required clear vision area.
- (6) *Design.* Reference Chapter 98 Zoning, Article IX Architectural Review by Planning and Zoning Commission, section 98-253, subsection (f) signage. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally accepted activities for a business of its type. The monument sign design should contain the street number where it is located, but the street number may be placed on the sign frame or face. The base of the monument sign shall have a minimum height of 18 inches above average grade and be in a landscaped setting, and any design shall be shown not to create a traffic hazard. Changeable copy allowed.
- (7) *Lighting.* Indirect or internally illuminated.
- (8) *Landscaping.* Shall be as follows:
 - a. A landscaped area shall extend a minimum of two feet from each sign face around the base of the sign subject to the granting of an exception by the P&Z if justified by unusual site conditions;
 - b. All landscaped areas shall be maintained in a healthy, neat and clean condition;
 - c. Any unhealthy or dead landscaping materials shall be replaced.
- (9) *Duration .* The sign shall be permitted so long as the center or office is open for business.
- (10) *Special provisions .* None.
- (11) *Permit.* A permit must be obtained in accordance with the provisions of this chapter prior to installation.

(Ord. No. 249, § 1(150.509), 2-26-2004; Ord. No. 391, § 1, 1-22-2009; Ord. No. 536, § 1, 8-14-2014)

Ernest Cruz

From: City of Helotes <info@helotes-tx.gov>
 Sent: Thursday, December 21, 2017 3:18 PM
 To: Ernest Cruz; Andrea Wazir; Belenda Parker
 Subject: New Form Submission: Temporary Sign Permit Application

RECEIVED
 DEC 21 2017
 CITY OF HELOTES

Someone submitted the Temporary Sign Permit Application form:

Date: 12/21/2017 03:18 PM

ONLINE
 #19426

1. Date: : 21/12/2017
2. Type of Temporary Sign: : ~~Hand Held Sign~~ **SITE DEVELOPMENT SIGN**
3. Applicant Name: : Texas Premier Capital
4. Applicant Phone No.: : 210-446-5793
5. Applicant Email: : brett@texaspremiercapital.com
6. Sign Company Name (if different than applicant): :
7. Sign Company Address: : Address: 12042 Blanco ste 307

Address 2: City: San Antonio State: Tx Zip: 78216 Country: United States

1. Attach property owner's letter of permission here, if applicable. : https://www.helotes-tx.gov/assets/uploads/agenda/1513891083_13523_bandera_road_retail_shopping_center.png
2. Temporary Sign Size: : 8'x12'
3. Type of Event Necessitating Temporary Sign Permit: : marketing
4. Job Site Address : Address: 13523 Bandera Rd.

Address 2: City: Helotes State: Tx Zip: 78023 Country: United States

1. Temporary Sign Location on Property: : located at front of property, they are parallel to Hwy16
2. Temporary Sign Text and Description: : please see attachment
3. Requested Sign Posting Dates: : Through February 1, 2017(180 Days from December 1, 2017)
4. Is Your Organization a Non-Profit Entity?: : No
5. If yes above, please attached documentation here substantiating your organization's non-profit status: : https://www.helotes-tx.gov/assets/uploads/agenda/1513891083_13523_bandera_road_retail_shopping_center.png
6. Electronic Signature: : Harold Brett Newman
7. Payment : 1 x Payment - \$11.00 (\$11.00)
8. Payment: Authorize.Net : APPROVED

Total: &11.00 ID: 60846909415

Ernest Cruz

From: City of Helotes <info@helotes-tx.gov>
Sent: Thursday, December 21, 2017 3:18 PM
To: Ernest Cruz; Andrea Wazir; Belenda Parker
Subject: New Form Submission: Sign Variance Form

Someone submitted the Sign Variance Form form:

Date: 12/21/2017 03:17 PM

OWNERS
R# 19424

1. Applicant Name: : Texas Premier Capital
2. Applicant Address: : 12042 Blanco ste 307 San Antonio, Texas 78216
3. Applicant Email: : brett@texaspremiercapital.com
4. Applicant Phone No.: : 210-446-4793
5. Applicant Status: : Owner
6. Owner's Agent Letter: : https://www.helotes-tx.gov/assets/uploads/general/1513891048_request_for_sign_variance_december_21.docx
7. Signage Address: : 13523 Bandera Rd.
8. Property Legal Description: :
9. Signage Dimensions: : 8'x12'
10. Reference the specific code relevant to this sign variance request (example: Section 66-46) : Section 66-44
11. Reason for Sign Variance Request: : see second page of attached document
12. Electronic Signature : Harold Brett Newman
13. Payment : 1 x Payment – \$60.20 (\$60.20)
14. Payment: Authorize.Net : APPROVED

Total: &60.20 ID: 60846908357



Texas Premier Capital
12042 Blanco Rd.
Suite 307
San Antonio, Texas 78216
P: 1 (800) 508-6656
E: brett@texaspremiercapital.com

December 21, 2017

RECEIVED

DEC 21 2017

CITY OF HELOTES

Request for Sign Variance

Planning and Zoning Commission:

We are requesting a variance to our temporary sign permit. The signs are for a retail shopping center which will include restaurant, retail, office, and medical use. The nature of this development is by definition speculative and requires acceptance from the local municipality, local residences, as well as certain lending/equity partners.

Responsible signage is both effective and necessary in conveying details and conceptual design in order for concerned citizens, prospective tenants to fully understand and appreciate the nature of our development.

We are requesting the City of Helotes grant our variances pursuant to Sec.66-44(Signage). The request for variance is as follows;

(b) Temporary/portable signs

- (2) { Increased sign size}
- (3) {Increased sign height}
- (4) {Allow (2) Signs}
- (7) {Allow LED lighting}

This signage is essential tool in validating this development. Texas Premier Capital endeavors to promote this development as well as the City of Helotes.

Sincerely,

Brett Newman
Owner
Texas Premier Capital

Property Identification #: 242314

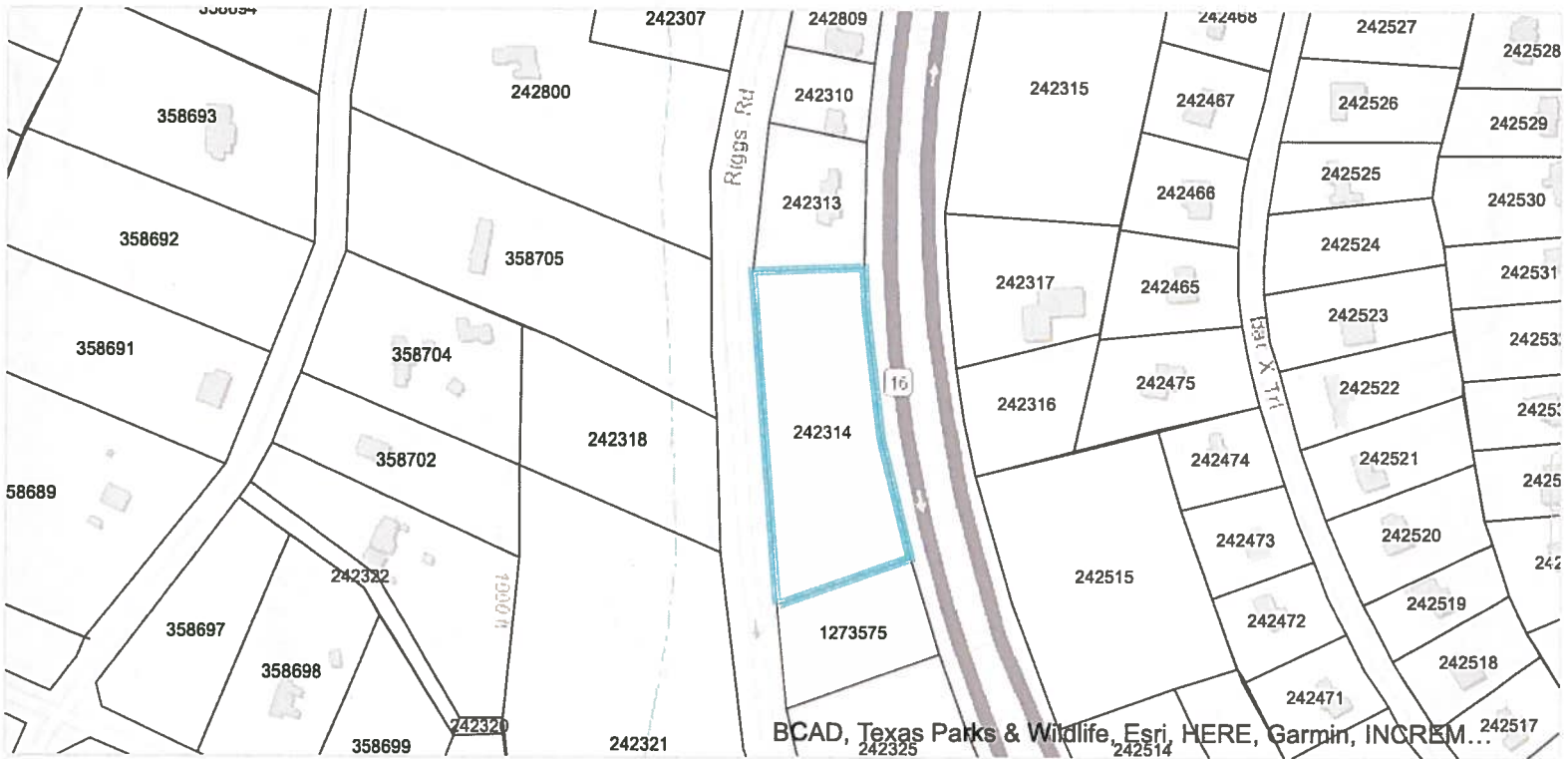
Geo ID: 04525-000-0096
Situs 13523 BANDERA RD HELOTES, TX
Address: 78023
Property Type: Real
State Code: F1

Property Information: 2018

Legal CB 4525 P-9 (1.3239), P-9D (1.00)
Description: & P-9E (.309) ABS 172
Abstract: A04525
Neighborhood: NBHD code51310
Appraised Value: N/A
Jurisdictions: 06, 42, 09, CAD, 11, 10, 08, 56

Owner Identification #: 2603373

Name: HABY LAWRENCE & HABY ADAM C
Exemptions:
DBA: ADONAI EARTH SUPPLY



Bexar CAD Map Search

This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.

COMING SOON

RETAIL SHOPPING CENTER

Preleasing; Restaurant, Retail, Medical, Office



RETAIL BUILDERS GROUP

12042 BLANCO ROAD STE#307

SAN ANTONIO TX 78214

210-446-4793

Texas Premier Capital

1-800-508-6556

Sec. 66-44. - Banners, temporary signs and site development signs.

(a) *Banners.* Banners shall be regulated as follows:

- (1) *Purpose.* To advertise a special event, other than a recurring event, which occurs on a regular basis.
- (2) *Size.* Banner signs used to identify a special event shall not exceed 64 square feet.
- (3) *Height.* No part of a banner shall extend above 12 feet from average grade in the immediate area of the banner.
- (4) *Number.* One per lot, unless within a multi-tenant retail center, in which case two banners are allowed per lot. Multi-tenant retail center applicants must receive approval from the property manager or owner prior to applying for a banner permit.
- (5) *Location.* Parallel or perpendicular to the public right-of-way and located on private property or on public rights-of-way.
- (6) *Design.* Banners shall be maintained in a well-kept manner and shall have a professional appearance.
- (7) *Lighting.* None allowed.
- (8) *Landscaping.* None required.
- (9) *Duration.* A maximum time period of up to 30 calendar days each quarter of the calendar year per business or organization. A new permit must be obtained each quarter.
- (10) *Special provisions.* Two separate banners are allowed for unique special events, as determined by the city administrator, with a single banner maximum size of 150 square feet and a maximum combined total size for two banners of 250 square feet. Banners permitted under this provision shall require only one permit for both banners.
- (11) *Permit.* A banner permit is required for all banners placed parallel or perpendicular to the public right-of-way. Section 66-44 shall not apply to special event banners placed within private property and not parallel or perpendicular to the public right-of-way or along property lines, provided said special event banner does not exceed 150 square feet in size. The permit shall state the 30 days that the banner shall be displayed, including the beginning and ending dates, and describe the location where the banner will be placed. The banner must be removed within 24 hours of the expired time period.

(b) *Temporary/portable signs.* Temporary/portable signs shall be regulated as follows:

- (1) *Purpose.* To advertise a newly opened, or soon-to-be open, business.
- (2) *Size.* Temporary/portable signs used to identify soon-to-be or newly opened businesses shall not exceed 64 square feet.
- (3) *Height.* No part of a temporary/portable sign shall extend above 12 feet from average grade in the immediate area of the sign.
- (4) *Number.* One per lot. One temporary/portable sign may be installed in conjunction with a banner sign on the same lot.
- (5) *Location.* Parallel or perpendicular to the public right-of-way.
- (6) *Design.* Temporary/portable signs shall be maintained in a well-kept manner and shall have a professional appearance.
- (7) *Lighting.* None allowed.
- (8) *Landscaping.* None required.

- (9) *Duration.* A maximum of 90 calendar days from the day an applicant submits a signage application to city staff for planning and zoning commission review and approval. This provides time for the design, review, approval, construction, and installation of a permanent sign.
- (10) *Special provisions.* A one-time extension of 30 calendar days may be granted by the development services department.
- (11) *Permit.* A permit is required. The permit shall state the beginning and ending dates that the temporary/portable sign shall be installed and removed and describe the location where the sign will be placed. A temporary sign permit governed by this Section shall not be renewable.

(c) *Site development signs. Site development signs shall be regulated as follows:*

- (1) *Purpose.* Signs with the intended use of identifying or indicating construction and development projects.
- (2) *Size.* The size of the site development sign shall be a maximum of 40 square feet.
- (3) *Height.* No part of the sign shall extend above eight feet from average grade in the immediate area of the sign.
- (4) *Number.* One sign per lot or tract of land.
- (5) *Location.* On premises and located within the setback lines of a lot or tract, subject to the approval of the development services department.
- (6) *Design.* Signs shall be maintained in a well-kept manner and shall have a professional appearance.
- (7) *Lighting.* None allowed.
- (8) *Landscaping.* None required.
- (9) *Duration.* Site development signs shall not be erected before the submittal to city staff of a plan for development and shall be removed when the certificate of occupancy is issued by the city or at the end of one year, whichever occurs first.
- (10) *Special provisions.* The information permitted on site development signs is limited to the project name, project address, general contractor, architect, project rendering, and project description. At the end of one year, a new permit must be obtained according to the provisions of this chapter.
- (11) *Permit.* A permit is required. The permit shall state that the site development sign shall be removed upon the issuance of a certificate of occupancy or within one year of the date of issuance, whichever occurs first. The permit shall describe the location where the sign will be placed.

(Ord. No. 249, § 1(150.504), 2-26-2004; Ord. No. 391, § 1, 1-22-2009; Ord. No. 444, § 1, 2-24-2011; Ord. No. 469, § 1, 6-14-2012; Ord. No. 536, § 1, 8-14-2014)



City of Helotes
Development Services
Department
P.O. Box 507
12951 Bandera Road
Helotes, TX 78023
Phone (210) 695.8877
Fax (210) 695.2123

SIGN PERMIT APPLICATION

CHAPTER 66,

Sign Administrative Procedures

Name of Applicant: FACILITY SOLUTIONS GROUP FSG Date: 12/27/2017

Sign Location Address: 12474 BANDERA ROAD

Legal Description: Lot #: _____ Block #: _____ CB/NCB #: _____

Use of Building: COMMERCIAL - RESTAURANT

No. of Businesses: 1 Zoning: _____

Name of Property Owner: KFC Phone #: _____

Property Owner's Address: 12474 BANDERA ROAD

Name of Sign Contractor: FSG - MASTER CHRIS FOX

Contractor's License #: 18200 # 7326 Phone #: 210.657.2357

E-mail Address: NICK.HARRIS@FSG1.COM

Contractor's Business Address: 3003 NE LOOP 410 #130

Type of Sign: ☐ Monument, Multi-Tenant ☐ Wall Mount ☐ Window ☐ Residential Entry
☒ Monument, Single Business ☐ Hanging ☐ Public/ Non-Profit Signage
☐ Traffic Control ☐ Projecting ☐ Miscellaneous Signage
☐ Other _____

Linear Feet of Building or Lease Space Frontage: _____

Sign Dimensions: 8' x 10' Square Footage: 80 Height: 10 Sign Colors: BLACK RED
WHITE

Sign Text: KFC WITH LOGO

Non-Illuminated Sign: ☐ Illuminated Sign: ☒ Type of Lighting: INTERNAL WHITE LED

Applicant must attach the following documents:

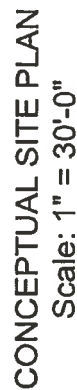
- Thirteen (13) sets of plans indicating sign size, color, type of material, and its parts; message size and style of lettering; type of lighting; method of attachment; associated landscaping.
- Thirteen (13) sets of color sketches, color photographs, or similar scaled presentation of the sign and building that shows how each would appear in relation to the other.
- Site plan showing location of proposed sign and copy of plat, if available, to determine easement locations.
- Written consent from the property owner.

Applicant's Signature: NICHOLAS HARRIS Date: 12/27/2017

Printed Name: NICHOLAS HARRIS Phone #: 210.657.2357

Applicant's Address: 3003 NE LOOP 410 #130

Note: All exterior signage requires Planning & Zoning Commission approval prior to permitting and installation. The Commission meets on the first Tuesday of each month, and the deadline submittal date is a week before the meeting date.



Property Identification #: 1274714

Geo ID: 04477-702-0041
Situs Address: BANDERA RD HELOTES, TX 78023
Property Type: Real
State Code: O1

Property Information: 2018

Legal Description: CB 4477G (BANDERA OAKS), BLOCK 2 LOT 4
Abstract: 9723/124-1
Neighborhood: Null
Appraised Value: N/A
Jurisdictions: 06, 08, 11, 09, CAD, 10, 42, 56

Owner Identification #: 3057624

Name: ABISO HELOTES LP
Exemptions:
DBA: Null



Bexar CAD Map Search

This product is for informational purposes only and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. The Bexar County Appraisal District expressly disclaims any and all liability in connection herewith.

11

Motion was made by Council Member Massey, second by Mayor Pro Tem Buys, to discuss and act on this item as written.

Discussion included the review done by Air Authority L.L.C and Mechanical Engineer Brian Kelly on the existing HVAC system at the Fire Station. Together, they determined the following: the existing HVAC equipment is oversized, the existing outside air ventilation is considerably higher than required and the outside air is not being conditioned prior to entry in the HVAC system.

Speaking on this item was Chester Bull from Air Authority L.L.C. Mr. Bull explained that reconfiguring and replacing the existing HVAC system would eliminate the environment for mold spore growth. Since the Fire Station was built approximately 7 years ago, all installed HVAC system components are out of warranty.

Motion to approve carried unanimously.

12. Discussion of and action on amending Chapters 7 *Hiring Process*, 13 *Employee Benefits* (Employee Assistance Program “EAP”), 18 *Conduct* (Social Media and Website Use), and 19 *Discipline* (EAP) of the City of Helotes Personnel Policy and Procedures Manual. (Staff)

Motion was made by Council Member Villanueva, second by Mayor Pro Tem Buys, to discuss and act on this item as written.

Human Resources Executive Secretary April Newby explained in short, the new sections added to the City of Helotes Personnel Policy and Procedures Manual.

Motion to approve carried unanimously.

13. Discussion of proposed revisions to Municipal Code of Ordinances Chapter 98 *Zoning*, Section 98-69 *Overlay District (B-3 OD)*, Subparagraph (c)(1) *Permitted and non-permitted uses*, including, but not limited to, taverns with or without outdoor areas for patrons / entertainment. (Staff)

(Note – On December 5, 2017 the Planning & Zoning Commission were presented with the agenda item regarding proposed revisions to the Overlay District (B-3 OD) ordinance. The Commission was open to the idea of allowing taverns to be permitted in the Overlay District (B-3 OD) thru a Specific City Council Approve Use Permit. Additionally, the Commission expressed interest in reviewing the permitted and non-permitted uses to ensure those uses are still applicable. Before moving forward with the revision process, the Commission requested input from Council.)

After discussion, the consensus of Council was for the Planning & Zoning Commission to proceed with the review of the B-3 OD zoning district and additionally requested that the Commission also look into noise regulations.

Sec. 98-69. - Overlay district (B-3 OD).

(a) *Purpose.* The purpose of the B-3 Overlay District is:

- (1) To create a more attractive, cohesive, and safe environment; and
- (2) To safeguard the City's heritage by preventing the spoliation of areas that reflect important elements of the City's cultural, natural, historic, and economic fabric; and
- (3) To create favorable impressions of Helotes that provide environmental enrichment for the citizens of the City and visitors thereto; and
- (4) To preserve, protect, and enhance nearby residential areas; and
- (5) To reduce visual chaos and limit distractions along public roadways; and
- (6) To stabilize and strengthen property values within the corridor.

(b) *Zoning process and classification.*

- (1) This Section authorizes the establishment of B-3 Overlay Districts; however, separate ordinances are required to designate each district.
- (2) The B-3 Overlay Districts are established as overlays to the regular base zoning districts. Any property located within a B-3 Overlay District must comply with the requirements of the base district, as well as the Overlay District. If there is a conflict between the requirements of the base district and the Overlay District, the more restrictive requirement shall prevail.
- (3) The zoning designation for the B-3 Overlay District shall consist of the base zone symbol and the Overlay District symbol (OD) as a suffix.

(c) *Permitted and non-permitted uses.*

- (1) The uses that are not permitted in a B-3 Overlay District are as follows:
 - a. Alcoholic Beverage (Retail) Sales (No On-premises Consumption).
 - b. Automobile Filling Station and/or Service (Service Completely Enclosed in B-2 and B-3 Districts).
 - c. Automobile Paint and Auto Body Shop (Completely Enclosed in B-3 District).
 - d. Automobile Parking Lots or Garages (Commercial).
 - e. Automobile Car Wash (Self-service).
 - f. Bus Passenger Station at Existing Business other than Busing Company.
 - g. Funeral Home.
 - h. Manufacturing, Light.
 - i. Newspaper Printer (Completely Enclosed in B-3 District).
 - j. Pawnshop (Completely Enclosed in B-2 and B-3 Districts).
 - k. Recreation Vehicle Park.
 - l. Stone Cutting and Monument Sales/Service (Completely Enclosed in B-3

District).

- m. Storage Building (Marine, Automobile, Home, Commercial) (Completely Enclosed in B-3 District).
- n. Tavern with Outdoor Area for Patrons/Entertainment Purposes.
- o. Tavern (Completely Enclosed in B-2 and B-3 Districts).
- p. Theater (Outdoor) (Consumption of Alcohol Permitted).
- q. Theater (Outdoor) (Consumption of Alcohol Not Permitted).
- r. Veterinarian Office and Hospital (with Outside Boarding).

(2) The uses that may be permitted by the City Council, pursuant to the methodology prescribed in Chapter 98, Article V Specific City Council Approved Use Permit are as follows:

- a. Automobile Car Wash (Full-service).
- b. Automobile Part Sales (Completely Enclosed) (Retail).
- c. Automobile Rental (Rental Car Parking Area Completely Fenced with Six (6) ft. Opaque Fencing in B-2 and B-3 Districts).
- d. Automobile (Incl. Motorcycles) Sales and Service (New and Used, When Used Incidental to New Sales) (Service Completely Enclosed in B-3 District).
- e. Carpet Service and Cleaning (Completely Enclosed in B-2 and B-3 Districts).
- f. Club or Lodge (Governmental and Non-profit).
- g. Club or Lodge (Non-governmental).
- h. Convenience Store (Completely Enclosed in B-2 and B-3 Districts).
- i. Hotel (Other Than Motel or Motor Inn Where Patrons Access Rooms Via Parking Area).
- j. Marine Sales and Service (New and Used, When Used Incidental to New Sales) (Service Completely Enclosed in B-3 District).
- k. Restaurant with Drive Thru (Alcoholic Beverages Incidental to Food Sales).
- l. Theater (Completely Enclosed) (Consumption of Alcohol Permitted).
- m. Theater (Completely Enclosed) (Consumption of Alcohol Not Permitted).

(3) Any use permitted by the Schedule of Uses [in Appendix A at the end of this Chapter] in a B-3 General Business District and that is not prohibited by Subsection (c)(1) of this Section, nor require a Specific City Council Approved Use Permit by Subsection (c)(2) of this Section, is permitted as a matter of right in a B-3 Overlay District.

Chapter 66 - SIGNAGE
ARTICLE I. - IN GENERAL

Sec. 66-1. - Short title.

This Chapter, along with its amendments, shall be known as the "Signage Regulations" of the City.

Sec. 66-2. - Purpose; intent; jurisdiction.

The provisions of this Chapter are made to establish reasonable and objective regulations for signage within the City and, in the public interest, for the reasons that follow:

- (1) To protect property values within the City's jurisdiction;
- (2) To preserve the beauty and unique character of the City;
- (3) To promote a positive City image reflecting order, harmony, and pride;
- (4) To encourage signage that is compatible with the architectural style, characteristics, and scale of buildings and to encourage signage that is compatible with adjacent buildings and businesses;
- (5) To promote a healthy relationship among the business, residential, and cultural communities and strengthen economic stability within the City;
- (6) To protect the general public from property damage and injury which may be caused by faulty or uncontrolled construction and erection of signage within the City's jurisdiction; and
- (7) To protect the public safety, welfare, convenience, and enjoyment of travel and the free flow of traffic within the City.

Sec. 66-3. - Scope.

This Chapter shall govern all signage visible from public rights-of-way within the City's corporate limits and its Extraterritorial Jurisdiction (the "ETJ") to the maximum extent permitted by applicable law, and any references in this Chapter to the geographic area of City shall include the City's corporate limits and its ETJ to the maximum extent permitted by applicable law.

Sec. 66-4. - Applicability.

- (a) Generally. Except as specifically provided otherwise herein and beginning with the effective date of this Chapter, signage requiring a permit shall be not be displayed, located, erected, moved, reconstructed, extended, enlarged, converted, replaced, or altered except in conformance with the provisions of this Chapter and after issuance of a permit by the City.
- (b) Existing signage. The provisions of this Chapter shall not apply retroactively to any signage legally installed prior to the effective date of this Chapter, except as provided for in the maintenance provisions of Section 66-78.
- (c) Severability. Should any article, section, part, paragraph, sentence, phrase, clause, or word of this Chapter, or any appendix thereof, for any reason be held illegal, inoperative, or invalid, or if any exception to or limitation upon any general provisions herein continues to

be held unconstitutional, invalid, or ineffective, the remainder shall, nevertheless, stand effective and valid as if it had been enacted and ordained without the portion held to be unconstitutional or invalid or ineffective.

Sec. 66-5. - Liability.

The provisions of this Chapter shall not be construed as relieving or limiting, in any way, the responsibility or liability of any person erecting or owning any signage from personal injury or property damage resulting from the placing of the signage or the negligence or willful acts of such person or such person's agents, employees, or workers, in the design, construction, maintenance, repair, or removal of any signage erected in accordance with a permit issued under the provisions of this Chapter. Nor shall it be construed as imposing upon the City, its officers or employees, or the Planning and Zoning Commission (the "Commission"), any responsibility or liability by reason of the approval of any signage, materials, and devices under the provisions of this Chapter.

Secs. 66-6 - 66-10. - Reserved.

ARTICLE II. - DESIGN AND CONSTRUCTION STANDARDS

Sec. 66-11. - Design review guidelines.

- (a) All signage shall be designed and constructed in accordance with this Chapter and the design standards contained within Chapter 98 Zoning, Article IX Architectural Review by Planning and Zoning Commission.
- (b) The guidelines are meant to provide a common basis for making decisions about the design of commercial signage, and they are designed to provide a consistent, yet flexible, approach to the preparation and review of commercial signage plans by defining a range of appropriate responses to specific design issues.
- (c) The guidelines are intended to aid in the preservation of Helotes' cultural and historic resources and promote new construction that is compatible with the character of the architecture within the surrounding area.

Sec. 66-12. - Code requirements.

All signage shall be designed and constructed in accordance with this Chapter, the International Building Code (IBC), including wind pressure and received dead load regulations, and the National Electrical Code (NEC), as adopted by the City. The Building Official shall conduct signage plan reviews and site inspections for Code compliance.

Secs. 66-13 - 66-20. - Reserved.

ARTICLE III. - EXEMPTED AND RESTRICTED SIGNAGE

Sec. 66-21. - Exempted signage.

The provisions of this Chapter shall not apply to the following signage:

- (1) Building dedication and memorial signage, including building name(s), date(s) of erection, benefactor(s), and other professionals associated with the building, cut into a masonry surface or constructed of bronze or similar metal and attached to a structure.
- (2) Official government notices and notices posted by governmental employees or officers in the performance of their duties.
- (3) Traffic control signage placed within a gated residential subdivision development by the developer or homeowners' association.
- (4) Window signage listing hours of operation or open or closed business status if the signage does not exceed four (4) square feet.
- (5) Works of fine art which do not primarily identify or advertise a product or business.
- (6) Temporary decorations or displays commonly associated with a local, State, or Federal holiday or celebration, provided that such decorations or displays are maintained in an attractive condition and do not constitute a fire, traffic, or pedestrian hazard.
- (7) Temporary or permanent signage erected by a utility or construction company to warn of a hazard, including, but not limited to, signage indicating the presence of underground cables, piping, or similar devices.
- (8) Signage displayed on a motor vehicle which is being operated in the normal course of business; provided, however, that the primary purpose of the motor vehicle is not for the display of signage, and the motor vehicle is parked in an area appropriate to its use, is in operable condition, and carries a current and valid license plate and state inspection tag.
- (9) Municipal activities.

Sec. 66-22. – Location restrictions.

- (a) Obstruction of exits. No signage shall obstruct the proper functioning of any door or fire escape of any building.
- (b) Traffic hazards. No signage shall be erected in such a way as to present a traffic hazard, obstruct or distract the vision of motorists, or impede the progress of pedestrians on sidewalks or walkways.
- (c) Construction over other property. No signage shall be erected which projects over any property line other than that owned or leased by the applicant. In no case shall any portion of signage or its supporting structure be erected on or extend over public property or rights-of-way.

Secs. 66-23 - 66-30. - Reserved.

ARTICLE IV. - PROHIBITIONS

Sec. 66-31. - Prohibited signage.

- (a) Except as specifically permitted herein, the following types of signage are prohibited in the City and its ETJ:

- (1) Freestanding signage (Old Town Helotes Special District exception; See Section 98-72).
 - (2) Roof signage.
 - (3) Off-premises signage. (Old Town Helotes Special District exception; See Section 98-72). (Intersection of S.H. 16 and Leslie Rd. exception; See Section 66-44(a)).
 - (4) Changeable electronic variable message signage (CEVMS).
 - (5) Feather and ViS flag signage.
 - (6) Flag, wave, blade, and teardrop banner signage.
 - (7) Inflatable advertising signage, such as, but not limited to, hot air balloons, rooftop inflatables, inflatable dancers and/or air puppets, and the like.
- (b) For signage to be displayed within the following property, Section 66-31(a)(5) and (6) shall not apply to a non-profit organization with a combined land area of forty (40) or more acres of real property accessible from Leslie Road.

Sec. 66-32. - Prohibited acts.

It shall be unlawful for any person to do any of the following acts:

- (1) Post or exhibit any signage on any property not owned or controlled by him/her without the permission of the person owning or controlling that property.
- (2) Remove any signage erected by another person, unless the same was installed without permission on the property of the person removing the signage.
- (3) Post or exhibit any signage to, upon, or within any public right-of-way. Any signage posted or exhibited contrary to the provisions of this Section may be removed by the City, and the person responsible for any such illegal posting shall be liable for the cost incurred in the removal thereof.
- (4) Place or cause to be placed any poster, placard, handbill, or advertising material in such a manner that the same may reasonably be expected to be blown about by the wind. It shall be presumed that the entity's name that appears on such poster, placard, handbill or advertising material has knowledge of the location and the manner that such items were placed. It shall be further presumed that, if a large number of such items are found being blown about by the wind, the items were placed in such a manner that they might reasonably be expected to be blown about by the wind.
- (5) Post or exhibit any signage upon a tree, rock, or other natural feature which is visible from a public right-of-way
- (6) Post or exhibit any signage without having, prior thereto, obtained from the City a permit therefor, except as specifically exempted by the provisions of this Chapter.
- (7) Remove any official identification issued by the City and required to be placed upon signage.
- (8) Violate any provision contained in this Chapter.
- (9) Fail to remove abandoned signage not conforming with this Chapter within thirty (30) calendar days of the date that the event the sign advertised passed or the business that the signage advertises has closed.
- (10) Raise the pre-existing ground level where signage is proposed to be located in any manner that would have the effect of causing the average grade where the

aforementioned signage is proposed to be located to be higher than the finished ground level of the lot.

Secs. 66-33 - 66-40. - Reserved.

ARTICLE V. - SIGN CLASSIFICATIONS; PERMIT

Sec. 66-41. - Generally.

(a) The following signage types are allowed under the provisions of this Chapter:

- (1) Residential signage (See Section 66-42);
- (2) Residential subdivision entry signage (See Section 66-43);
- (3) Banner and flag signage (See Section 66-44);
- (4) Temporary and site development signage (See Section 66-45);
- (6) Freestanding real estate signage (See Section 66-46);
- (7) Political signage (See Section 66-47);
- (8) Commercial monument signage: single-business use (See Section 66-48);
- (9) Commercial monument signage: multi-tenant shopping center, business park, or office complex (See Section 66-49);
- (10) Wall and projecting/hanging signage (See Section 66-50);
- (11) In/on window/door signage (See Section 66-51)
- (11) Miscellaneous signage (See Section 66-52):
 - a. Service station price per unit signage;
 - b. Menu board signage;
 - c. Canopy signage;
 - d. ATM machine signage;
 - e. Creative signage;
 - f. Garage sale signage; and
 - g. Handheld signage.

Sec. 66-42. - Residential signage.

No residence shall display signage advertising a commercial enterprise other than:

- (a) "For rent," "for lease," or "for sale" signage that advertises the sale or lease of the residential property on which the signage is placed, in accordance with Section 66-46 of this Chapter;
- (b) Garage sale signage that advertises a garage or estate sale on residential property, in accordance with Section 66-52(f) of this Chapter;
- (c) Remodeler for home remodel projects; and
- (d) Homebuilder for new home construction.

Sec. 66-43. - Residential subdivision entry signage.

Residential subdivision entry signage shall be regulated as follows:

- (1) Purpose. To identify a residential subdivision.
- (2) Size. Surface area shall not exceed one hundred forty-five (145) square feet.
- (3) Height. No part of the sign shall extend above eight feet (8') from average grade.
- (4) Number. Limited to one sign per subdivision entry.
- (5) Location. Subdivision entry.
- (6) Lighting. Indirect, full cutoff lighting or internally illuminated lighting.
- (7) Landscaping.
 - a. A landscaped area a minimum of two feet (2') from the base of the sign shall be required around the entire base of the sign, subject to the granting of an exemption by the Commission if justified by unusual site conditions; and
 - b. All landscaping shall be maintained in a neat and healthy condition.
- (8) Duration. So long as the residential subdivision is in existence.
- (9) Special provisions. The surface area of the sign shall not contain any type of advertising, other than for the residential subdivision.
- (10) Permit. Permit required from the Development Services Department (the "Department"). Prior to installation, the Commission shall review and approve signage.

Sec. 66-44. - Banner and flag signage.

(a) Banner signage. Banner signage shall be regulated as follows:

- (1) Purpose. To identify a business name or activity or to advertise a special event.
- (2) Size. Surface area shall not exceed sixty-four (64) square feet.
- (3) Height. No part of the sign shall extend above eight feet (8') from average grade.
- (4) Number. One (1) per lot, unless within a multi-tenant shopping center, in which case two (2) signs are allowed per lot. Multi-tenant shopping center applicants must provide approval from the property manager or owner to the City prior to receiving a permit.
- (5) Location. Parallel or perpendicular to the public right-of-way and located on private property. Signage located on public right-of-way allowed within the Old Town Helotes Special District only. Off-premise signage located on private property allowed at the intersection of S.H. 16 and Leslie Road only.
- (6) Lighting. None allowed.
- (7) Landscaping. None required.
- (8) Duration. Sixty (60) calendar days. Signage must be removed within twenty-four (24) hours of permit expiration.
- (9) Special provisions. The City Administrator may authorize an increase in the surface area of a sign up to one hundred fifty (150) square feet for large-scale special events.
- (10) Permit. Permit required from the Department, and the applicant shall ensure that issued identification tags are placed on the back of all signage. For signage to be displayed within the following property, Section 66-44 (a) shall not apply to a non-profit

organization with a combined land area of forty (40) or more acres of real property accessible from Leslie Road.

(b) Flag signage.

- (1) Purpose. The display of federal, state, county, or municipal flags or the display of commercial flags by business entities.
- (2) Size. Surface area of the flag shall not exceed forty (40) square feet. A commercial flag shall not be larger than any other federal, state, county, or municipal flag displayed on the same property.
- (3) Height. A flagpole shall not extend above thirty feet (30') from average grade.
- (4) Number. One (1) commercial flag per lot. No maximum number of flags per lot for federal, state, county, or municipal flags.
- (5) Location. Flagpoles should be located in settings of meaningful open space.
- (6) Lighting. Indirect lighting.
- (7) Landscaping.
 - a. A landscaped area a minimum of two feet (2') from the base of the flagpole shall be required around the entire base of the flagpole, subject to the granting of an exemption by the Department if justified by unusual site conditions; and
 - b. All landscaping shall be maintained in a neat and healthy condition.
- (8) Duration. A flag shall be permitted so long as the business entity is open.
- (9) Special provisions. N/a.
- (10) Permit. Permit required from the Department for the display of commercial flags by business entities. No permit required for the display of federal, state, county, or municipal flags.

Sec. 66-45. – Temporary and site development signage.

(a) Temporary signage. Temporary signage shall be regulated as follows:

- (1) Purpose. To advertise a soon-to-be or newly opened business. Temporary signage shall not be used to advertise construction and development projects.
- (2) Size. Surface area shall not exceed sixty-four (64) square feet.
- (3) Height. No part of the sign shall extend above eight feet (8') from average grade.
- (4) Number. One (1) per lot, unless within a multi-tenant shopping center, in which case two (2) signs are allowed per lot. Multi-tenant shopping center applicants must provide approval from the property manager or owner to the City prior to receiving a permit.
- (5) Location. Parallel or perpendicular to the public right-of-way and located on private property.
- (6) Lighting. None allowed.
- (7) Landscaping. None required.
- (8) Duration. Ninety (90) calendar days from the date an applicant submits a permanent signage application to the Department for Commission review and approval.

- (9) Special provisions. A one-time extension of thirty (30) calendar days may be granted by the Department if requested by the original applicant.
 - (10) Permit. Permit required from the Department. A permit shall only be issued by the Department when the applicant submits a permanent signage application to the Department for Commission review and approval.
- (b) Site development signage. Site development signage shall be regulated as follows:
- (1) Purpose. To advertise construction and development projects. Site development signage shall not be used to advertise a soon-to-be or newly opened business within a multi-tenant shopping center.
 - (2) Size. Surface area shall not exceed sixty-four (64) square feet.
 - (3) Height. No part of the sign shall extend above eight feet (8') from average grade.
 - (4) Number. One (1) per lot.
 - (5) Location. Parallel or perpendicular to the public right-of-way and located on private property.
 - (6) Lighting. None allowed.
 - (7) Landscaping. None required.
 - (8) Duration. Signage shall be removed when a certificate of occupancy is issued or three hundred sixty-five (365) calendar days from the date the Department issues the permit, whichever occurs first.
 - (9) Special provisions. Permitted verbiage limited to the project name, project address, general contractor, architect, project rendering, and project description.
 - (10) Permit. Permit required from the Department.

Sec. 66-46. - Freestanding real estate signage.

Freestanding real estate signage shall be regulated as follows:

- (1) Purpose. To identify real estate for sale or for lease.
- (2) Size. Signage size shall be regulated as follows:
 - a. Residential. Surface area shall not exceed six (6) square feet;
 - b. Commercial. Surface area shall not exceed forty (40) square feet.
- (3) Height. No part of the sign shall extend above eight feet (8') from average grade.
- (4) Number. One (1) sign per each public right-of-way the lot abuts.
- (5) Location. Parallel or perpendicular to the public right-of-way and located on private property.
- (6) Lighting. None allowed.
- (7) Landscaping. None required.
- (8) Duration. Signage shall be removed within thirty (30) calendar days after the property has been sold or leased.
- (9) Special provisions. None.
- (10) Permit. No permit required.

Sec. 66-47. - Political signage.

Political signage on private property shall be regulated as follows:

- (1) Purpose. Signage with the intended use of denoting a political campaign headquarters, party affiliation, or advertising of a political figure or cause.
- (2) Size. Surface area shall not exceed thirty-two (32) square feet.
- (3) Height. No part of the sign shall extend above eight feet (8') from average grade.
- (4) Number. None.
- (5) Location. Signage may be erected and maintained on private property with the permission of the property owner:
 - a. Signage must be located within the property boundary of a lot provided it does not obstruct either vehicular or pedestrian traffic.
 - b. Prohibited locations. No signage shall be posted or otherwise affixed within the public right-of-way.
- (6) Lighting. None allowed.
- (7) Landscaping. None required.
- (8) Special provisions. None.
- (9) Duration.
 - a. On private property. No signage may be erected and maintained more than ninety (90) days prior to the date of the pertinent election. All signage shall be removed within seventy-two (72) hours after the pertinent election. In the event that the election is a primary election and a run-off election becomes necessary, signage for or against the run-off candidates for the later election may be left in place until seventy-two (72) hours after the run-off election.
 - b. At polling place. Reference Chapter 30 Elections.
- (10) Permit fee. No permit required.

Sec. 66-48. - Commercial monument signage: single-business use.

- (1) Purpose. To identify the name of a single business or office located on a lot.
- (2) Size. Surface area shall not exceed eighty-four (84) square feet.
- (3) Height. No part of the sign shall extend above eight feet (8') from average grade, including a masonry monument base which is not less than 18 inches (18") above the average grade.
- (4) Number. One (1) sign per each public right-of-way the lot abuts.
- (5) Location. Parallel or perpendicular to the public right-of-way and located on private property.
- (6) Lighting. Indirect, full cutoff lighting or internally illuminated lighting.
- (7) Landscaping.

- a. A landscaped area a minimum of two feet (2') from the base of the sign shall be required around the entire base of the sign, subject to the granting of an exemption by the Commission if justified by unusual site conditions; and
 - b. All landscaping shall be maintained in a neat and healthy condition.
- (8) Duration. So long as the single business or office remains in business.
- (9) Special provisions. Single business-use and multi-tenant commercial monument signage shall not be erected on the same lot. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally-accepted activities for a business of its type. The monument sign shall contain the street number where it is located, and the street number may be placed anywhere on the sign surface area. Copy height of the address shall be not less than four inches (4") or greater than 18 inches (18"). The masonry monument base shall have a minimum height of 18 inches (18") above average grade. Changeable copy is allowed.
- (10) Permit. Permit required from the Department. Prior to installation, the Commission shall review and approve signage.

Sec. 66-49. - Commercial monument signage: multi-tenant shopping center, business park, or office complex.

- (1) Purpose. To identify the name of tenants within a multi-tenant shopping center, business park, or office complex located on a lot.
- (2) Size. Surface area shall not exceed one hundred forty-five (145) square feet.
- (3) Height. No part of the sign shall extend above twelve feet (12') from average grade, including a masonry monument base which is not less than 18 inches (18") above the average grade; provided, however, that a sign located on a lot with S.H. 16 frontage shall not extend above fifteen feet 15' from average grade, including a masonry monument base which is not less than 18 inches (18") above the average grade.
- (4) Number. One (1) sign per each public right-of-way the lot abuts.
- (5) Location. Parallel or perpendicular to the public right-of-way and located on private property.
- (6) Lighting. Indirect, full cutoff lighting or internally illuminated lighting.
- (7) Landscaping.
 - a. A landscaped area a minimum of two feet (2') from the base of the sign shall be required around the entire base of the sign, subject to the granting of an exemption by the Commission if justified by unusual site conditions; and
 - b. All landscaping shall be maintained in a neat and healthy condition.
- (8) Duration. So long as the center, park, or complex is open for business.
- (9) Special provisions. Single business-use and multi-tenant commercial monument signage shall not be erected on the same lot. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally-accepted activities for a business of its type. The monument sign shall contain the street number where it is located, and the street number may be placed anywhere on the sign surface area. Copy height of the address shall be not less than four inches (4") or

greater than 18 inches (18"). The masonry monument base shall have a minimum height of 18 inches (18") above average grade. Changeable copy is allowed.

- (11) Permit. Permit required from the Department. Prior to installation, the Commission shall review and approve signage.

Sec. 66-50. - Commercial signage: wall and projecting/hanging.

- (a) Commentary. Entities advertising on commercial monument signage described in Secs. 66-48 and 49 may erect one (1) of the following types of signage per street or pedestrian way which the building faces or abuts, with a maximum of two (2) such signs.

- (b) Wall signage.

- (1) Purpose. To identify a business or organization.
- (2) Size. Surface area shall not exceed one (1) square foot per linear foot of building (single business) or tenant (multi-tenant) facade to which it is attached, with a maximum of one hundred (100) square feet. A minimum area of ten (10) square feet is authorized for an organization with insufficient or no linear façade footage.
- (3) Height. No part of the sign shall extend above the lower roofline and at a height taller than twenty feet (20') above the ground immediately adjacent to the sign.
- (4) Number. One (1) sign per street or pedestrian way which the building faces or abuts, with a maximum of two (2) such signs.
- (5) Location. Installed flat against the wall of a building and extending no more than twelve inches (12") in depth from the wall.
- (6) Lighting. Indirect, full cutoff lighting, internally illuminated lighting, or neon lighting.
- (7) Landscaping. N/a.
- (8) Duration. So long as the business or organization is open for business.
- (9) Special provisions. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally-accepted activities for a business of its type.
- (10) Permit. Permit required from the Department. Prior to installation, the Commission shall review and approve signage. If applicable, the Commission shall also review and approve a master sign plan prescribed under Sec. 66-71 for multi-tenant shopping centers, business parks, or office complexes prior to installation.

- (c) Projecting / hanging signage.

- (1) Purpose. To identify a business or organization.
- (2) Size. Surface area shall not exceed twenty four (24) square feet.
- (3) Height. No part of the sign shall extend below eight feet (8') from the average grade, nor shall it extend above the lower roofline of the building to which it is attached.
- (4) Number. One (1) sign per street or pedestrian way which the building faces or abuts, with a maximum of two (2) such signs.
- (5) Location. Generally, located perpendicular to the front or side of a business.
- (6) Lighting. Indirect, full cutoff lighting, internally illuminated lighting, or neon lighting.
- (7) Landscaping. N/a.
- (8) Duration. So long as the business or organization is open for business

- (9) Special provisions. Sign shall hang from a structural element of the exterior wall, awning, or overhang. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally-accepted activities for a business of its type.
- (10) Permit. Permit required from the Department. Prior to installation, the Commission shall review and approve signage. If applicable, the Commission shall also review and approve a master sign plan prescribed under Sec. 66-71 for multi-tenant shopping centers, business parks, or office complexes prior to installation.

Sec. 66-51. – Commercial signage in/on windows / doors.

- (1) Purpose. To identify a business or organization as the occupant of the space on the other side of the window or door or to advertise the same business or organization.
- (2) Height. No part of the sign shall extend above twelve feet (12') from the average grade, unless a greater height is necessary to center the sign in the window or on the door.
- (3) Number. Maximum of eight (8) signs allowed. Window or door signs used for the address, hours of operation, method of payment, professional association, security company, governmental notices, and open or closed status are excluded from the maximum number limit.
- (4) Location. In/on the window/door and entirely within the perimeter of the window/door.
- (5) Lighting. None allowed, except on signage displaying open or closed status of business or organization.
- (6) Landscaping. N/a.
- (7) Duration. So long as the business or office is open for business.
- (8) Special provisions. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally accepted activities for a business of its type.
- (9) Permit. No permit required.

Sec. 66-52. - Miscellaneous signage.

(a) Service station price-per-unit signage.

- (1) Purpose. To advise consumers of the price per unit of measure of gasoline, diesel, propane, or other fuel.
- (2) Size. Surface area shall not exceed one hundred forty-five (145) square feet.
- (3) Height. No part of the sign shall extend above twelve feet (12') from average grade, including a masonry monument base which is not less than 18 inches (18") above the average grade; provided, however, that a sign located on a lot with S.H. 16 frontage shall not extend above fifteen feet 15' from average grade, including a masonry monument base which is not less than 18 inches (18") above the average grade.
- (4) Number. One (1) sign per each public right-of-way the lot abuts.
- (5) Location. Parallel or perpendicular to the public right-of-way and located on private property.
- (6) Lighting. Indirect, full cutoff lighting, internally illuminated lighting, or neon lighting.
- (7) Landscaping.

- a. A landscaped area a minimum of two feet (2') from the base of the sign shall be required around the entire base of the sign, subject to the granting of an exemption by the Commission if justified by unusual site conditions; and
- b. All landscaping shall be maintained in a neat and healthy condition.

- (8) Duration. So long as the service station is in operation.
- (9) Special provisions. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally-accepted activities for a business of its type. The monument sign shall contain the street number where it is located, and the street number may be placed anywhere on the sign surface area. Copy height of the address shall be not less than four inches (4") or greater than 18 inches (18"). The masonry monument base shall have a minimum height of 18 inches (18") above average grade. Changeable copy is allowed.
- (10) Permit. Permit required from the Department. Prior to installation, the Commission shall review and approve signage.

(b) Menu board signage.

- (1) Purpose. To advise consumers of the price of menu items at drive-through establishments.
- (2) Size. Surface area shall not exceed sixty (60) square feet.
- (3) Height. No part of the sign shall extend above eight feet (8') from average grade.
- (4) Number. Maximum of two (2) menu board signs per establishment.
- (5) Location. At or near drive-thru lanes so that the signs can be read by drive-through customers, do not pose a traffic hazard, and are not readily visible from the public right-of-way.
- (6) Lighting. Indirect, full cutoff lighting, internally illuminated lighting, or neon lighting.
- (7) Landscaping.

- a. A landscaped area a minimum of two feet (2') from the base of the sign shall be required around the entire base of the sign, subject to the granting of an exemption by the Commission if justified by unusual site conditions; and
- b. All landscaping shall be maintained in a neat and healthy condition.

- (8) Duration. So long as the establishment is open for business.
- (9) Special provisions. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally-accepted activities for a business of its type. Changeable copy is allowed.
- (10) Permit. Permit required from the Department. Prior to installation, the Commission shall review and approve signage.

(c) Canopy signage.

- (1) Purpose. To identify a business or organization.

- (2) Size. Surface area of the signage on the canopy (not the canopy itself) shall not exceed sixty-four (64) square feet.
 - (3) Height. N/a.
 - (4) Number. One (1) sign per street or pedestrian way which the building faces or abuts, with a maximum of two (2) such signs.
 - (5) Location. Canopy surface, not extending from the canopy surface horizontally or vertically.
 - (6) Lighting. Indirect, full cutoff lighting or internally illuminated lighting.
 - (7) Landscaping. N/a.
 - (8) Duration. So long as the business is in operation.
 - (9) Special provisions. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally-accepted activities for a business of its type.
 - (10) Permit. Permit required from the Department. Prior to installation, the Commission shall review and approve signage.
- (d) ATM signage. Permit required from the Department. Prior to installation, the Commission shall review and approve signage.
- (e) Creative signage.
- (1) Purpose. This section establishes standards and procedures for the design, review, and approval of creative signs in the City. Creative signs that meet the character and intent of the City's Comprehensive Plan and the guidelines of this Chapter may be permitted upon approval of the City Council. The purposes of this creative program are to:
 - a. Encourage signs of unique design and those that exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and
 - b. Provide a process for the application of sign regulations in ways that will allow creatively-designed signs that make a positive visual contribution to the overall image of the City, while mitigating the impacts of large or unusually designed signs.
 - (2) Applicability. An applicant may request approval of a sign permit under this creative sign program to authorize on-site signs that employ standards that differ from the other provisions in this Chapter but comply with the provisions of this Section.
 - (3) Approval Authority. A sign permit application for a creative sign shall be subject to review by the Commission and approval by the City Council.
 - (4) Design Criteria. In approving an application for a creative sign, the Commission and City Council shall ensure that a proposed sign meets the following design criteria:
 - a. Design quality. The sign shall:
 - 1. Constitute a substantial aesthetic improvement to the site and shall have a positive visual impact on the surrounding area;

2. Be of unique design, and exhibit a high degree of thoughtfulness, imagination, inventiveness, and spirit; and
 3. Provide strong graphic character through the imaginative use of graphics, color, texture, quality materials, scale, and proportion.
- b. Contextual criteria. The sign shall contain at least one of the following elements:
1. Classic historic design style;
 2. Creative image reflecting current or historic character of the City;
 3. Inventive representation of the use, name, or logo of the structure or business.
- c. Architectural criteria. The sign shall:
1. Utilize and/or enhance the architectural elements of the building; and
 2. Be placed in a logical location in relation to the overall composition of the building's façade and not cover any key architectural features/details of the façade.
- d. Consistency. The sign shall be consistent with the character and intent for the City, as described in the City's Comprehensive Plan.

(f) Garage sale signage.

Garage sale signage shall be regulated as follows:

- (1) Purpose. To identify a garage or estate sale on residential property within zoning districts pre-development district (PD), single-family residential district (R-1), cluster development, two-family residential district (R-2), mobile home district (R-3), and Old Town Helotes Special District (OTHSD). Residences located within commercial zoning districts shall be permitted to operate and display signage for a garage sale in compliance with this Section; however, no commercial entity or business shall be permitted to operate or display signage for a garage sale in any Municipal Zoning District.
- (2) Size. Surface area of the signage shall not exceed six (6) square feet.
- (3) Height. No part of the sign shall extend above four feet (4') from average grade.
- (4) Number. None.
- (4) Location. Shall not be placed in the public right-of-way. Signage may be placed on private property with the permission of the property owner.
- (5) Lighting. None.
- (6) Duration. Garage sale signs shall not be erected more than twenty-four (24) hours prior to the commencement of the garage or estate sale, and the agent/owner shall remove all garage sale signs no later than 6:00 p.m. CST on the last day of the garage sale.
- (7) Permit. No permit required.

(g) Handheld signage.

Handheld signage shall be regulated as follows:

- (1) Purpose. To identify the name and location of a business, organization, or special event.
- (2) Size. Surface area shall not exceed nine (9) square feet.
- (3) Number. One (1) handheld sign per business, organization, or special event.
- (4) Location. Subject to the required clear vision area, handheld signs utilized for commercial purposes shall be located on the premises of the business, organization, or special event and adjacent to a major traffic way which the building or event abuts. If a public sidewalk is present on the premises or in the public right-of-way abutting the premises, handheld signs shall be located on or to the rear of the public sidewalk. When no public sidewalk is present, handheld signs shall be located on or behind the front property line of the premises.
- (5) Lighting. None allowed.
- (6) Duration. A maximum time period of up to ninety (90) calendar days each quarter of the calendar year per business or organization. A new permit must be obtained each quarter.
- (7) Special provisions. Sign content shall be limited to appropriate information necessary to identify the business and to carry out the normally-accepted activities for a business of its type.
- (8) Permit. Permit required from the Department. Any violation of this Section shall be cause for immediate termination of an issued handheld sign permit, and the issuance of a subsequent handheld sign permit may be reasonably withheld from an applicant by the City Administrator for prior violations of this Section by the applicant.

Secs. 66-53 - 66-60. - Reserved.

ARTICLE VI. - NONCONFORMING SIGNAGE

Sec. 66-61. - Nonconforming signage.

- (a) Determination. A nonconforming sign is a sign that is not allowed under this Chapter, but which, when first constructed, was allowed and continued in its legal status until the adoption of this Chapter. Nonconforming signs include any sign legally constructed prior to the adoption of this Chapter.
- (b) Removal.
 - (1) By acts or omission of sign owner. Nonconforming sign rights shall be terminated immediately upon the occurrence of any of the following events specified below:
 - a. A sign that, having been permitted to remain in place as a nonconforming sign, is required to be removed because the sign, or a substantial part of it, is blown down or otherwise destroyed or dismantled for any purpose other than maintenance

operations or for changing the letters, symbols, or other matter on the sign; for purpose of this Subsection, a sign or substantial part of it is considered to have been destroyed only if the cost of repairing the sign is more than 60 percent of the cost of erecting a new sign of the type at the same location;

- b. A nonconforming sign that has been abandoned;
- c. A nonconforming sign that has been discontinued for a continuous period of ninety (90) calendar days; or
- d. A nonconforming sign that has become obsolete or substandard under any applicable ordinance of the City to the extent that the sign becomes a hazard or danger to public health or safety.

- (2) By City action. The City may require the removal, relocation, or reconstruction of any nonconforming sign provided that the owner of the sign is compensated for such costs that are associated with the removal, relocation, or reconstruction, as is required by Vernon's Texas Statutes and Codes Annotated (V.T.C.A.), Local Government Code Ch. 216. In cases where the City requires the removal, relocation, or reconstruction of a nonconforming sign, the Mayor is authorized to appoint a municipal board, with City Council approval, in order to determine the amount of compensation, as prescribed in V.T.C.A., Local Government Code § 216.004.

Secs. 66-62 - 66-70. - Reserved.

ARTICLE VII. - ADMINISTRATIVE PROCEDURE

Sec. 66-71. - Permits, certificates and approval required; master sign plan.

- (a) General requirements. Unless otherwise prescribed by this Chapter, it is unlawful for any person to erect, alter, or relocate any sign within the City and its ETJ without complying with the following requirements:

- (1) Completion of a sign application permit;
- (2) Review by the City Staff for completeness and general compliance;
- (3) Review and approval by the Commission and, as applicable, forwarding to the City Council for variance, appeal action, or other matter required by this Chapter; and
- (4) Final inspection report from the City's building inspector.

- (b) Sign permit application. An application for a sign permit shall, at a minimum, contain the following information:

- (1) Date of application;
- (2) Names, addresses, and telephone numbers of the applicant, the property owner, and the sign contractor;
- (3) Street address upon which the sign is to be located;
- (4) Section number and paragraph of this Chapter under which the application is being made;
- (5) Position of the sign on the building and/or on the ground, drawn to scale;

- (6) 11-inch by 17-inch set of hardcopy and digital, scaled plans and specifications, including sign size, color, style of lettering, message, lighting, material type(s), applicable landscaping, and the method of attachment to the building or to the ground; and
 - (7) Written consent, if applicable, of the owner of the building, structure, or land to which or on which the sign is to be erected.
- (c) Master sign plan application. Any application for a wall and/or projecting/hanging sign permit for a multi-tenant shopping center, business park, or office complex shall include a presentation of a master sign plan. The master sign plan shall be processed at the same time as the sign permit application.
- (d) The master sign plan shall include the following:
- a. Location of proposed wall and/or projecting/hanging signage.
 - b. Color scheme.
 - c. Lettering or graphic style.
 - d. Lighting.
 - e. Materials.
 - f. Sign dimensions.
- (e) The Commission shall review the master sign plan for compatibility and harmony with the architecture of the facility, the surrounding area, and all applicable provisions of this Chapter.
- (f) All wall and projecting/hanging signs to be installed, as described in the plan, shall obtain separate permits once the master sign plan is approved.
- (g) The Commission may approve, disapprove, or condition its approval of a master sign plan by requiring such modifications to the plan that would be necessary for compliance with this Chapter.
- (h) Amendments to existing master sign plan; existing nonconforming signs. Any change to an approved master sign plan may be submitted to the Commission as an amendment to the original plan. Proposed hardcopy and digital amendment(s) to the approved master sign plan, attached to the approved plan, shall be submitted for review by the Commission in accordance with the criteria set out in Subsection (e) above.
- (f) Schedule of fees. Sign permit fees shall comply with the most recent adopted fee schedule passed and approved by the City Council.
- (g) Permits issued in violation of Chapter. Any permit which is issued in violation of any provision of this Chapter, or issued upon erroneous information provided by the applicant, shall be absolutely void and no rights whatsoever shall be accrued therefrom.

Sec. 66-72. - Representations by applicant.

All representations made by the applicant or his agent on behalf of the application for a sign permit under this Chapter must be in writing and become conditions upon which a permit is issued. It shall be unlawful for the permittee to vary from such representation, unless the permittee first makes application, as required by the provisions of this Chapter, to amend the permit and such amendment is approved by the proper authority.

Sec. 66-73. - Review by Planning and Zoning Commission.

The Commission shall review the appearance, lighting, form, color, character, dimensions, and materials of all signs required under this Chapter to obtain approval. The Commission shall determine whether all signs requiring approval under this Chapter are in conformance with this Chapter.

Sec. 66-74. - Approval by the Planning and Zoning Commission.

- (a) The Development Services Department, upon review and acceptance by City Staff of a properly completed sign permit application, shall forward the application to the Commission.
- (b) Following receipt of the sign permit application, the Commission shall consider the application at its earliest available meeting in accordance with Commission policies.
- (c) All applications shall be approved, approved with conditions, or denied within sixty (60) days of application submittal.

Sec. 66-75. - Enforcement.

- (a) Violation; citation. If the Code Enforcement Officer finds that any sign is maintained in violation of the provisions of this Chapter, the Officer may give written notice of the violation by warning or Municipal Court citation to the owner or person entitled to possession of the sign or the owner of the property where the sign is located.
- (b) Failure to comply; City abatement. If the person fails to alter or remove the sign so as to comply with this Chapter within ten (10) calendar days after the receipt of the warning or citation, the Code Enforcement Officer may cause the sign to be altered or removed at the expense of the owner or person entitled to possession of the sign or the owner of the property where the sign is located, and shall, upon the determination of the expenses, certify them to the City.
- (c) Lien. The City shall notify the owner or person entitled to possession of the sign or the owner of the property where the sign is located of the total costs incurred for the alteration or removal and destruction of the sign, and if that person fails within thirty (30) calendar days after the date of notification to pay the entire costs and expenses of the repair, alteration, or removal, then the costs and expenses shall become a lien against the property.
- (d) Costs. The costs incurred under this Section shall include the actual cost of repair or removal of the sign, plus fifteen percent (15%), and, in addition thereto, shall include an amount equal to ten percent (10%), representing penalty and interest for the cost of collection, and reasonable attorney's fees.

Sec. 66-76. - Maintenance required.

- (a) The Code Enforcement Officer shall have the authority to order the painting, repair, or removal of a sign and accompanying landscaping which constitutes a hazard to safety, health, community aesthetics, or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, or abandonment. The Officer may give written notice of the

violation by warning or Municipal Court citation to the owner or person entitled to possession of the sign or the owner of the property where the sign is located.

- (b) If the person fails to maintain the sign so as to comply with this Chapter within ten (10) calendar days after the receipt of the warning or citation, the Code Enforcement Officer may cause the sign to be maintained or removed at the expense of the owner or person entitled to possession of the sign or the owner of the property where the sign is located, and shall, upon the determination of the expenses, certify them to the City.
- (c) Lien. The City shall notify the owner or person entitled to possession of the sign or the owner of the property where the sign is located of the total costs incurred for the maintenance or removal of the sign, and if that person fails within thirty (30) calendar days after the date of notification to pay the entire costs and expenses of the maintenance or removal, then the costs and expenses shall become a lien against the property.
- (d) Costs. The costs incurred under this Section shall include the actual cost of maintenance or removal of the sign, plus fifteen percent (15%), and, in addition thereto, shall include an amount equal to ten percent (10%), representing penalty and interest for the cost of collection, and reasonable attorney's fees.

Sec. 66-77. - Penalty; removal and impoundment of signs.

- (a) Any person convicted of a violation of any provision of this Chapter shall be fined in an amount not to exceed \$500.00. Each day of violation under this Chapter shall be a separate violation.
- (b) The Code Enforcement Officer or his designee shall have the authority, and the duty, to remove, or cause to be removed, any sign, poster, handbill, banner, streamer, or other outdoor advertising erected, placed, altered, maintained, or neglected in violation of this Chapter, if the same is located on, in, or above any public street, right-of-way, sidewalk area, or other public property.
- (c) The cost of any such removal shall be chargeable to the person or persons, jointly or severally, who were responsible for or who caused the erection or placement of the offending sign or advertising, and their sureties.
- (d) Any item removed, pursuant to Subsection (b) hereof, shall be disposed of in any manner designated by the Code Enforcement Officer.

Sec. 66-78. - Appeals.

Appeal from any administrative action or determination by the Commission or Code Enforcement Officer, pursuant to the provisions of this Chapter, may be filed with the City Council and shall be placed on the agenda at its earliest available meeting.

Secs. 66-79 - 66-80. - Reserved.

ARTICLE VIII. - VARIANCES

Sec. 66-81. - Purpose; limitations.

- (a) In order to lessen practical difficulties and prevent unnecessary physical hardship, variances from the regulations may be granted. A practical difficulty or unnecessary physical hardship may result from the size, shape, or dimensions of a structure, the location of the structure, from topographic or physical conditions on the site or in the immediate vicinity, or from other physical limitations, street locations, or traffic conditions in the immediate vicinity. Cost or inconvenience to the applicant of strict or literal compliance with a regulation shall not be a reason for granting a variance.
- (b) A variance may be granted by the City Council with respect to any regulation contained in this Chapter.

Sec. 66-82. - Application.

Application for a variance from the provisions of this Chapter shall be made upon a form prescribed by the Development Services Department. The variance application shall include the original sign permit application and the applicant's reason(s) for requesting the variance in accordance with the criteria set forth in this Chapter.

Sec. 66-83. - Fees.

- (a) The applicant shall pay the fee, as prescribed in the most recent adopted fee schedule passed and approved by the City Council. The fee shall be non-refundable. If work requiring a variance has/was begun/completed before obtaining approval for such variance, the owner of the property and/or the person/entity responsible for the commencement of such work shall request approval of an "after-the-fact" variance and pay double the established, non-refundable fee. Payment of such fee does not relieve the applicant from liability under the penalty provisions of this Chapter. The "after-the-fact" fee shall be non-refundable.
- (b) Acceptance of the increased fee by the City does not constitute any commitment or warranty to approve the variance requested, nor relieve any person/entity from fully complying with the requirements of this Chapter. A stop work order shall be issued by the Code Enforcement Officer and remain in effect until a decision on approval/denial is taken.

Sec. 66-84. - Hearing.

Upon receipt of a variance application under this Article, the City Secretary shall set a date for hearing before the Commission. The hearing shall take place at the Commission's earliest available meeting.

Sec. 66-85. - Recommendation by the Planning and Zoning Commission.

At the closing of a hearing on a variance application, the Commission shall act on the application. The Commission may recommend approval of the application as submitted, may recommend approval of the application subject to such modifications or conditions as it deems necessary to accomplish the purposes of this Chapter, or the Commission may recommend denial of the application.

Sec. 66-86. - Planning and Zoning Commission action.

Without further City Council approval and at any time during the Commission's review, the Commission may allow changes of up to twenty-five percent (25%) of the sign surface area, height, and/or monument base to accommodate longer words and names, while retaining appropriate scale and proportions of lettering to open space for readability and aesthetic consideration. In each instance when the Commission grants such a variance, it shall inform the City Council by forwarding information to the City Administrator for dissemination at a public meeting of the City Council. Any other request for variance, must be forwarded to the City Council for final approval.

Sec. 66-87. - Action by City Council.

Where a variance requires City Council action, the application shall be promptly transmitted to the City Council and placed on the agenda at its earliest available meeting. The City Council shall approve the application as submitted, approve the application subject to such modifications or conditions as it deems necessary to accomplish the purpose(s) of this Chapter, or deny the application. If the City Council deems insufficient information is presented to provide the basis for a sound decision, it shall continue the application to a subsequent meeting. The City Council shall render a decision on the appeal within sixty (60) days after the first presentation of the application to the City Council.

Secs. 66-88 - 66-90. - Reserved.

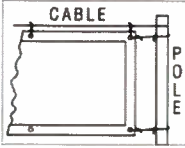





ARTICLE IX. - DEFINITIONS

Sec. 66-91. - Definitions.

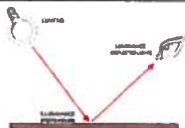



Words, terms, and phrases, when used in this Chapter, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning. Definitions not expressly prescribed herein are to be construed in accordance with customary usage in municipal planning and architectural practices.

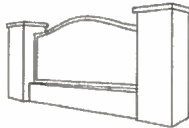

Graphical representations are for illustrative purposes only. Variations may occur.



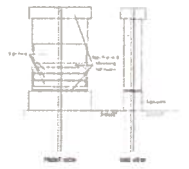

Graphical Representation	Definition
	<i>Abandoned sign</i> means a sign that: (1) Is not in use for sixty (60) continuous days; (2) Advertises an event for which the date for the event has passed; or (3) Advertises a business that has been discontinued at that location for any reason.
	<i>Address</i> means the official street address of a building or part thereof.
	<i>Attractive condition</i> means the absence of wear or disrepair, including, but not limited to, discoloration, fading, fraying, or containing broken or



	missing elements.
	<i>Average grade</i> means the average of ground surface elevations within a building site.
	<i>Banner</i> means any temporary, rectangular sign of lightweight fabric, vinyl, or similar material that, generally, is mounted between two poles or attached to a building at one or more edges and is used to identify a business name or activity or to advertise a special event. Except as specifically permitted herein, flag, wave, blade, teardrop, and similar banner types are prohibited.
	<i>Blade (or wave) banner</i> is similar to a teardrop banner; however, it is slightly taller and has a wave like cut at the bottom. These banners use movement to catch the eye of patrons.
	<i>Canopy</i> (or awning) means a structure made of a sheet of canvas, fabric, plastic, metal, or similar material that is stretched on a frame and used to provide protective cover over a storefront, window, doorway, deck, or the like.
	<i>Changeable copy sign</i> means a sign on which message copy is changed manually through the utilization of attachable letters, numbers, symbols, and other similar characters of changeable pictorial panels.
	<i>Changeable electronic variable message sign (CEVMS)</i> means a sign which permits light to be turned on or off intermittently or which is operated in a way whereby light is turned on or off intermittently, including any illuminated sign on which such illumination is not kept stationary or constant in intensity and color at all times when such sign is in use, including an LED (light emitting diode) or digital sign, and which varies in intensity or color. A CEVMS sign does not include a sign located within the right-of-way that functions as a traffic control device and that is described and identified in the Manual on Uniform Traffic Control Devices (MUTCD) approved by the Federal Highway Administrator as the National Standard.
	<i>City</i> means the City of Helotes, Bexar County, Texas, and its area of extraterritorial jurisdiction, as defined by V.T.C.A., Local Government Code Ch. 42.
	<i>Clear vision area</i> means the area established by the City Administrator around a sign which shall be unobstructed to assure that the sign, when erected, is not placed in regard to vehicle and pedestrian traffic as to constitute a hazard to such traffic under normal conditions.
	<i>Code enforcement officer</i> means a member of the City Staff appointed by the City Administrator and designated to administer and enforce the provisions of the Municipal Code of Ordinances.
	<i>Commercial sign</i> is a generic term that means a sign which directs the attention of the general public to a business, product, service, or other

	commercial or business activity.
	<i>Compensable cost</i> means those costs for which the owner of a nonconforming sign required to be relocated, reconstructed, or removed by this Chapter is entitled to be compensated, pursuant to V.T.C.A., Local Government Code Ch. 216.
	<i>Erect</i> means to build, construct, alter, reconstruct, pour, lay, move upon, attach, hang, place, suspend, affix, painting of wall signs, murals, or supergraphics, or any physical operation on a premises which is required for the construction of a sign, including excavation, site clearance, landfill, and the like.
	<i>Feather flag</i> , as its name implies, resembles a large feather. These flags usually feature reverse printing on the back, are made from polyester or nylon, and include a flat, three foot pole pocket, which is closed at the top of the flag.
	<i>Fine art</i> means sculptures, fountains, or similar objects.
	<i>Flag</i> means any fabric, banner, or bunting containing distinctive colors, patterns, or designs that is used as a symbol.
	<i>Freestanding real estate sign</i> means a temporary sign designating that the premises or structures thereon upon which it is erected are for sale, rent, or lease.
	<i>Freestanding sign</i> generally means a sign that is detached from a building and has a support structure constructed of a permanent material, such as wood poles or metal piping, but does not have a solid masonry monument base consisting of brick, rock, or the like. Pole and pylon signage is considered for purposes herein a type of freestanding sign.
	<i>Frontage</i> means the distance along any one side of any public street measured along the right-of-way line or parallel to the normal right-of-way where the right-of-way line is not fixed.

	<p><i>Garage sale sign</i> means a display or illustration which is placed upon a piece of land, directs attention to a garage or estate sale on a residential property, and is visible from public right-of-way.</p>
	<p><i>Handheld sign</i> means a display or illustration which is supported by a human being, directs attention to a single business, office, or single business/office special event and is visible from any public right-of-way.</p>
	<p><i>Indirect lighting</i> means an external light source separated from the surface of a sign and illuminating that sign.</p>
	<p><i>Indirect, full cutoff lighting</i> means an external, full cutoff light source separated from the surface of a sign and illuminating that sign. Full cutoff means a luminaire light distribution where zero candela intensity occurs at an angle of ninety degrees (90°) above nadir, and at all greater angles from nadir.</p>
	<p><i>Inflatable advertising sign</i> means an inflatable balloon, blimp, or other object that is used for advertising and/or visibility, including, but not limited to, hot air balloons, rooftop inflatables, inflatable dancers and/or air puppets, and the like.</p>
	<p><i>Internally illuminated lighting</i> means a light source that is both separated from the surface of a sign and located within the sign frame illuminating only the sign lettering, numbering, and/or company logo.</p>
	<p><i>Landscaping</i> means to change the natural features of property by adding trees, bushes, flowers, et cetera.</p>
	<p><i>Lot</i> means a parcel of land whose boundaries have been established by some legal instrument, such as a recorded deed or plat, and which is recognized as a separate legal entity for purposes of transferring title. This term shall include any number of contiguous lots, or portions thereof, upon which a single principal building and its accessory buildings are located or intended to be located.</p>

	<i>Logo</i> means any a symbol or other design adopted by an organization to identify its products, uniform, vehicles, et cetera.
	<i>Manual on Uniform Traffic Control Devices (MUTCD)</i> means the State of Texas publication for streets and highways.
	<i>Master sign plan</i> means a coordinated sign plan which includes details of all wall and/or projecting/hanging signs which are or will be placed on a multi-tenant shopping center, business park, or office complex.
	<i>Monument sign</i> means a sign that is detached from a building and, at a minimum, the entire bottom width of the sign face, framing, and mounting hardware is placed on, or incorporated into, a solid monument base not less than eighteen inches (18") above the average grade and constructed of a permanent masonry material, such as brick, rock, or the like.
	<i>Multi-tenant shopping center</i> means two or more retail stores and/or service establishments, or one retail store and one service establishment, sharing a customer parking area, regardless of whether said retail stores or service establishments occupy separate structures or are under separate ownership.
	<i>Neon lighting</i> means a light with a bulb, usually tube-shaped, containing neon gas that glows when a high-voltage electrical current is passed through it.
	<i>Nonconforming sign</i> means a sign that met all legal requirements when constructed but is not in compliance with current sign regulations. A registered, nonconforming sign is not an illegal sign.
	<i>Notice</i> means actual written warning or Municipal Court citation hand-delivered or mailed through the U.S. Postal Service certified, read receipt requested, to the owner or person entitled to possession of the sign or the owner of the property where the sign is located by the Code Enforcement Officer.
	<i>Office complex</i> means two or more offices and/or office establishments, sharing a customer parking area, regardless of whether said offices or office establishments occupy separate structures or are under separate ownership.
	<i>Official notice or identification</i> means any sign erected by or at the direction of any governmental body or authorized officer or employee.
	<i>Off-premises sign</i> means any sign which advertises goods, services, facilities, events, or attractions available on a premises other than where the sign is located.
	<i>Planning and zoning commission</i> means the Commission established by the City of Helotes, Texas on November 20, 1981, and outlined within the V.T.C.A., Texas Local Government Code Tit. 7, Subtit. A, Ch. 211, § 211.007.
	<i>Pole sign</i> means a freestanding sign, usually double-faced, mounted on a round pole, square tube, or other fabricated member without any type of secondary support.
	<i>Political sign</i> means any sign which is designated to influence the action of voters for the passage, defeat, or election of a measure or candidate appearing on the ballot for any national, state, county, or local election.

	<p><i>Premises</i> means a lot within the City and contiguous lands under the same ownership which are not divided by any public right-of-way.</p>
	<p><i>Projecting or hanging sign</i> means any sign attached to a building and hung from a structural element of the building's exterior wall, awning, or overhang and extending, in whole or in part, more than twelve inches (12") beyond the building line. Allowable size does not include the supporting structural element.</p>
	<p><i>Roofline</i> means the top edge of a roof or building parapet, whichever is higher, but excluding any mansard, cupola, pylon, chimney or any other minor projection.</p>
	<p><i>Roof sign</i> means a sign attached to, or erected, on a roof of a building or structure, including porches and overhangs.</p>
	<p><i>Sign</i> means a name, identification, image, light device, figure, painting, drawing, message, plaque, poster, billboard, description, display or illustration which is affixed to, painted, or represented, directly or indirectly, upon a building, picture, window (attached inside or outside), or piece of land and which directs attention to an object, product, place, activity, facility, service, event, attraction, person, institution, organization, or business which is visible from any street, right-of-way, sidewalk, alley, park, or other public property. Displays of merchandise customarily sold at the site which are placed behind a store window are not signs or parts of signs.</p>
	<p><i>Sign face</i> means the entire surface area of a sign upon, against, or through which copy is placed.</p>
	<p><i>Sign frame</i> means a cabinet, frame, support pole(s), brackets, base, or any other material that supports, elevates, or encases a sign.</p>
	<p><i>Sign mounting hardware</i> means all other mechanical equipment and components associated with a sign that are not included in the definition of sign face or frame.</p>
	<p><i>Site development sign</i> means a sign used to identify and advertise a construction project or development, including project name, project address, general contractor, architect, project rendering, and project description.</p>
	<p><i>Special event</i> means an event, such as a grand opening, craft show, benefits, fundraiser, festival, or other limited-term events.</p>
	<p><i>Surface area of a sign</i> means the total square footage of a sign above average grade, including the sign face, frame, mounting hardware, and base.</p>
	<p><i>Teardrop banner</i>, as its name implies, resembles a large teardrop. This banner is similar to a blade or wave banner; however, it is slightly shorter.</p>

	<p><i>Temporary sign</i> means a sign used to advertise a soon-to-be or newly opened business. The sign is not permanently attached to a building, structure, or the ground and is intended to remain in use for a limited period of time.</p>
	<p><i>ViS flag</i> means a tall, rectangular custom printed attention flag. This flag provides visibility. These flags are typically finished with a closed top pole sleeve, but could be finished with header and grommets, if flying on a roped flagpole.</p>
	<p><i>Wall sign</i> means a sign attached to, painted on, or erected against the wall of a building or structure with the exposed face of the sign in a plane parallel to the face of the wall and not projecting more than twelve inches (12") from the face of the wall at any point.</p>